

Karen Burt Award Panel Terms of Reference

Delegated Authority

WES	The Women's Engineering Society
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Purpose

To review eligible chartered engineer applicants against Karen Burt Award criteria in order to select a nominee for the IChemE entry to the annual Karen Burt Award which is run by The Women's Engineering Society (WES).

Duties

The following:

- maintaining a scoring system against the Karen Burt Award criteria
- reviewing eligible chartered engineers against the scoring system
- selecting the final IChemE nominee
- supporting the nominee in completing the application paperwork.

Membership

The Panel shall comprise of a minimum of four members:

- a chair, who shall also be a member of the Registration Subcommittee
- a Vice Chair with knowledge of the nomination process
- the previous two IChemE Karen Burt Award nominees
- at least one further member who shall be a chartered member of IChemE

The initial period of appointment shall be for 3 years, renewable for one further term of 3 years subject to agreement between the Chair, Vice Chair, and the panel members. The previous nominees shall serve a two-year term and can be invited to serve as an ordinary member after this.

The Secretariat shall comprise of Membership Manager or their delegate.

Meetings

No face-to-face meetings are envisaged. Collaboration work is carried out on an online or other basis.

Code of Conduct

All those who volunteer to lead, support or take part in IChemE activity agree to conduct themselves with integrity and respect in accordance with relevant IChemE policies [Code of Professional Conduct](#)