

IChemE Medals and Prizes Committee

Terms of Reference

Delegated Authority

By-Law 91 Regs 5,6,7	The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member.
By-Law 91	Board of Trustees > Learned Society Committee > Medals and Prizes Committee

Purpose

To oversee the operation of IChemE's awards, prizes and medals processes and ensure these create maximum benefit for IChemE and the chemical engineering profession.

Duties

1. Ensure the range and depth of IChemE's portfolio of medals and prizes is up to date, in line with IChemE's charitable objects, and meets the needs of the profession.
2. Consider and, subject to the approval of the Learned Society Committee (LSC), recommend proposals for the introduction of new medals and prizes
3. For non-delegated medals and prizes, review nominations annually against agreed criteria and agree the winners, consulting the Board of Trustees (BoT) for the Trustees and Davis Medals.
4. For delegated medals and prizes, provide governance oversight of the processes used to select the recommended winners before confirming recommendations received from the relevant judging panel. .
5. Monitor the diversity of medal nominees and recommended winners against agreed characteristics
6. Advise the LSC on any other activities that the medal winners should be asked to undertake which support IChemE as a learned society.
7. At the request of the LSC or BoT, consider potential candidates for National Honours and other external distinctions, consult appropriately and proceed with any appropriate nominations.

Membership

1. Chair, IChemE Medals and Prizes Committee
2. Chair/Nominee, Publications Medals Board

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3. Chair/Nominee, Andrew Medal Panel
4. Chair/Nominee, Sargent Medals Panel
5. Chair/Nominee, Underwood Medal Panel
6. Chair/Nominee, Guggenheim Medal Panel
7. Chair/Nominee, Geldart Medal Panel
8. Chair/Nominee, Frank Morton Medal Panel
9. Chair/Nominee, Warner Medal Panel
10. Chair/Nominee, [Biochemical Engineering SIG
11. Chair/Nominee, Davidson Medal Panel
12. Chair/Nominee, Safety and Loss Prevention SIG
13. Chair/Nominee, Sustainability SIG
14. Chair/Nominee, Clean Energy SIG
15. Chair/Nominee, SIESO Medal Panel

The chair may ask one of the other members of the MPC to take the role of Deputy Chair, to assist with the running of the committee or deputise for the chair if required.
The Vice President Learned Society may attend meetings as an observer.

The members of the Medals and Prizes Committee should collectively understand the application of chemical and biochemical engineering principles across a wide variety of areas of research, technology development and practical implementation. They should not see themselves as representatives of particular constituencies within the IChemE community but should seek to identify and recognise excellence from any part of our fields of interest.

Committee members should approach their work in an even-handed and transparent way based on clear criteria for each award. They will need to observe confidentiality until the award recipients are identified and announced in an appropriate way, in order to maximise the impact of the awards process for the benefit of IChemE, the profession and society.

Quorum

The meeting is quorate when at least 60% of the committee are in attendance.

Terms of Reference Appendix A

unless otherwise stated in the Terms of Reference

Term of office

The maximum term of office is normally three years with exceptions noted in the Terms of Reference, with the option of re-election for one further term. They cannot serve for more than two terms, consecutively or otherwise, without the permission of the Board of Trustees.

Quorum

There must be 35% of the committee, unless otherwise stated in the Terms of Reference, in attendance for a quorum to be met. A meeting is called by the Chair. Any member of the committee can ask the Chair to call the meeting. If the Chair is not available to attend the meeting, another member of the committee can step in to Chair the meeting, excluding secretariat.

Notice of meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda and supporting papers of items to be discussed, will be forwarded to each member of the committee, and to any other person required to attend, no later than five working days before the date of the meeting.

All meetings will have the ability to host attendees virtually. Guidance for best practice is available within the Volunteer resources.

Minutes of meetings

Minutes of the proceedings and decisions made will be recorded to include the names of those present, any apologies received, any conflicts of interest declared, matters arising, safety briefing and the appointment or removal of any committee members.

Any decisions by the committee will be taken by a simple majority. If any member of the committee substantially disagrees with the majority on any proceeding or decision, they have the right to have this recorded in the minutes.

Draft minutes of committee meetings will be circulated within two weeks of the meeting to the committee Chair before being circulated promptly to all other members of the committee. The minutes will be formally approved at the subsequent committee meeting and a final signed copy sent to IChemE to be maintained for the organisation's records.

Other matters

IChemE actively supports good practice and respects equality and diversity. It is open to involving staff and volunteers from a wide range of backgrounds and abilities and will seek to commit the

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necessary resources to make meetings accessible and create an inclusive environment so that everyone can take part in the way that best suits them.

The committee will:

- be provided with appropriate training, both in the form of an induction programme for new members and on an ongoing basis for all members
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules as appropriate
- arrange for periodic review of its own performance, and at least annually review the committee terms of reference to ensure it is operating at maximum effectiveness and recommend any changes to the relevant board for approval.

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Change Log

March 2023

- Removed RASCI matrix which is no longer used
- Updated membership to reflect minor changes in the medals and indicate which medals are judged by SIG committees
- Clarified the involvement of the Board of Trustees
- Added a right for the chair to retire a board member for non-attendance

April 2023:

- Appended the standard clauses as Appendix 1
- Clarified the quorum (51%)