

# Terms of Reference Awards Committee

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## 1. Duties

- To advise on, or determine, such Society awards, medals and honours as are referred, or delegated, to it by the Council of Trustees.

## 2. Membership

### i. Number of Members

The Committee will have nine (9) standard members, including the Chair. The Committee will also have one (1) representative for each external award sponsor up to the limit of the total number of sponsored awards.

### ii. Composition

The Committee will be composed as below:

- The Chair of the Awards Committee
- The President
- Five (5) members appointed by the Council of Trustees
- One (1) representative from each external organization that sponsor Society awards
- One (1) representative for The Morton Lecture
- One (1) representative for the Sir Philip Randle Lecture
- Honorary Meetings Secretary

The positions appointed by the Council of Trustees will carry a term of office of three (3) years.

Meetings of the Committee will be attended by members of Biochemical Society staff as appropriate, including the Head of Member Engagement.

### iii. Chair

The Chair will be a member of the Biochemical Society and will be elected in line with standard *Biochemical Society Election Procedures* as far as possible.

### v. Conduct

Members are required to adhere to the governance code of conduct, as found in the Biochemical Society Governance Handbook.

## 3. Meetings

### i. Frequency of meetings

The Awards Committee will meet once (1) a year, with additional business carried out electronically as far as possible. The Chairperson may convene additional meetings as s/he deems necessary. Attendance via telephone and/or video conferencing services is possible at the discretion of the Chair.

Members who are absent from two meetings in a row, may be asked by the Chair to reconsider their availability to serve on the Committee. Members who are absent from three meetings in a row, may be asked by the Chair to resign their position.

## **ii. Quorum**

A quorum shall be four (4) members.

## **iii. Agenda and papers**

An agenda, along with documentation/information/reports supporting the items under discussion will be circulated to members of the Committee, by email, a minimum of four (4) calendar weeks before a meeting.

In the absence of return communication outlining errors in the delivery of email, the agenda and papers will be considered received by all parties unless otherwise notified.

It is essential that all papers are read and considered in advance of the meeting.

## **iv. Minutes**

Formal minutes recording the proceedings of these meetings will be taken and distributed to the Chair for review within seven (7) days of the meeting taking place.

Final minutes will be circulated to all Committee members, and others in attendance, as close to three (3) calendar weeks after the meeting takes place as is practicable.

## **v. Decision Making**

Where possible a general consensus identified by the Chair of the Committee will be sufficient to consider a matter passed, rejected or deferred.

Where consensus is not possible, all decisions will be made by a vote, with each Committee member holding one (1) vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action.

# **4. Reporting**

## **i. Council of Trustees**

This Committee is required to report to the Council of Trustees, both through its Chair and related Senior Staff.

## **iii. Annual General Meeting**

The Chair of this Committee is to attend the Annual General Meeting held in June/July of each year to represent this Committee. If this is not possible, a further member of the Committee may be nominated to stand in their stead.

# **5. Ownership of Terms of Reference**

These Terms of Reference are owned by the Council of Trustees. Any changes must be authorised by the Trustees.

Last updated: February 2018