

Approved 19 May 2020 by Learned Society Committee

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.

RASCI Matrix

<u>R</u> esponsible	The chair and members of the Medals and Prizes Committee are responsible for the delivery of the Committee's duties
<u>A</u> ccountable	The Medals and Prizes Committee is accountable to the Learned Society Committee. The Chair will report annually to the Learned Society Committee, notifying it of that year's winners, and any other issues of relevance.
<u>S</u> upport	The Medals and Prizes Committee is supported by staff drawn from the Learned Society Directorate
<u>C</u> onsult	In the course of carrying out its duties, the Medals and Prizes Committee may consult, as appropriate: <ul style="list-style-type: none"> • The Board of Trustees • The Learned Society Committee • Members of the Delegated Judging Panels • Members of staff in the learned society directorate, including the Director, Learned Society and staff supporting the work of the Medals and Prizes Committee

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	<ul style="list-style-type: none"> • Members of the Publication Medals Committee • Other member volunteers involved in learned society activity, e.g. through Special Interest Groups or IChemE publications
Informed	<p>The Board will inform, as appropriate</p> <ul style="list-style-type: none"> • The Learned Society Committee • The Board of Trustees • IChemE marketing and comms team • IChemE senior management team • Members of the Delegated Judging Panels • Members of staff in the learned society directorate, including the Director, Learned Society and staff supporting the work of the Medals and Prizes Committee • Members of the Publication Medals Committee • Other member volunteers involved in learned society activity, e.g. through Special Interest Groups or IChemE publications

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, 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
4. For delegated medals and prizes, confirm the recommendations received from the relevant judging panel, provided that the requirements set out in point 1b above are being followed.
5. Monitor the diversity of medal nominees and recommended winners against agreed characteristics, in line with IChemE's obligations as signatory of the Royal Academy of Engineering's Diversity Concordat¹
6. Advise the LSC on any other activities that support IChemE as a learned society the medal winners should be asked to undertake.
7. At the request of the LSC consider potential candidates for National Honours and other external distinctions, consult appropriately and proceed with any appropriate nominations.
8. The Chair shall attend the IChemE AGM to respond to any questions that may arise

Membership

1. Vice-President, Learned Society (or their nominee) in the chair
2. Chair/Nominee, Award Judging Panel
3. Chair/Nominee, Publications Medals Board
4. Chair/Nominee, Andrew Medal Panel
5. Chair/Nominee, Sargent Medal Panel
6. Chair/Nominee, Underwood Medal Panel
7. Chair/Nominee, Guggenheim Medal Panel
8. Chair/Nominee, Geldart Medal Panel

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9. Chair/Nominee, Frank Morton Medal Panel
10. Chair/Nominee, Warner Prize Panel
11. Chair/Nominee, Donald Medal Panel
12. Chair/Nominee, Davidson Medal Panel
13. Chair/Nominee, Safety Medals Panel
14. Chair/Nominee, Sustainability Medals Panel
15. Chair/Nominee, Clean Energy Medal Panel
16. Chair/Nominee, SIESO Medal Panel

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.

All members of the MPC are in this role because of the role they fulfil on another body, therefore no job descriptors for volunteer roles for this committee are available.

All members of the MPC are in this role because of the role they fulfil on another body, therefore no separate appointment process is required.

Meetings and Notice of Meetings

Meetings shall be convened by the Chair with at least one meeting per year. Additional meetings may be held at the request of the Chair.

Apparent or potential conflict of interest should be announced by a member at the beginning of any meeting, in line with IChemE's Conflicts of Interest Policy (please request a copy if you have not already received one). A judging panel member announcing such a conflict should abstain from analysis and voting on that specific nomination but may complete scoring for all the other nominations.