

# IChemE Medals & Prizes Delegated Judging Panels Terms of Reference

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## 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 > Delegated Judging Panels

## Purpose

To assess the nominations received for IChemE's delegated medals and propose a recipient for the medals for confirmation by the Medals and Prizes Committee.

## RASCI Matrix

<u>R</u> esponsible	The chair and members of each Delegated Judging Panels are responsible for the delivery of the Panel's duties
<u>A</u> ccountable	The Delegated Judging Panels are accountable to the Medals and Prizes Committee. They will report the outcomes of its work annually to the Medals and Prizes Committee through a report accompanying their recommendations.
<u>S</u> upport	The Delegated Judging Panels are supported by staff drawn from the Learned Society Directorate
<u>C</u> onsult	In the course of carrying out their duties, the Delegated Judging Panels may consult, as appropriate: <ul style="list-style-type: none"><li>• The Medals and Prizes Committee</li><li>• Members of staff in the learned society directorate, including the Director, Learned Society and staff supporting the work of the Medals and Prizes Committee</li></ul>

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

## Duties

1. Scrutinize nominations received and assess them against an agreed set of criteria
2. Supply the IChemE Medals and Prizes Committee with recommendations and justification for award recipients
3. Periodically review the delegated medals and make recommendations for improvement
4. On request, provide feedback to IChemE regarding the general standard of nominations assessed
5. The panel's chair or their nominee shall also serve on the Medals and Prizes Committee

## Membership

Delegated judging panels may be set up by the appropriate Special Interest Group Committee, unless the SIG Committee wishes to judge the medal(s) themselves. Where a SIG Committee chooses to judge without the use of a delegated judging panel, these terms of reference shall still apply, except the section on Membership.

The judging panels are made up of people with expert knowledge of the relevant subject area and whenever possible members of IChemE. It should contain at least one current committee member of the aligned Special Interest Group.

The chair, existing panel members and IChemE staff may all suggest potential new members; past winners in each category will be considered to join the panel in the year after receiving the award. The Chair may invite new members after consulting with IChemE staff.

The term of service is three years and can be renewed once.

At intervals of normally every three years, the delegated judging panels should review their judging criteria, their succession plans for their chair, and the membership of the panel (taking account of the activity of each of the judges and the diversity of the panel). If a judge has not been able to contribute to the chair's satisfaction for a period of more than one year they may be invited to retire. Judging panels should at all times include both male and female members and members resident in more than one country. When a medal is judged by a SIG committee rather than a delegated judging panel, it may invite guest members to meet these criteria if necessary.

Job descriptors for volunteer roles referred to in these ToR can be found here [\[TBC\]](#)

## Meetings

The Delegated Judging Panels will carry out their work on an annual cycle to coincide with the overall timetable for the medals and prizes judging process. Their work will normally be coordinated and carried out using online platforms, but the Chair may convene a meeting to discuss the final recommendation if desired,

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. 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.