Leadership and Development Awards Programme Selection Panel remit
Approved March 2019

Normally one meeting per year

Composition

Chair: The Chair is normally a clinical academic and a prominent and independent member of the Society appointed by Council

Full members: Nine - comprising three scientists, three clinical academics and three clinicians-in-practice. All panel members must be senior enough not to be eligible for the Award themselves

Co-opted members: The Chair may co-opt additional members for a limited period and for specific projects only, subject to Council approval.

Quorum: Six maintaining a balance of scientists, clinical academics and clinicians-in-practice

Duration of service: Chair: 2 years
Full members: 2 years

(As this is a new panel, some inaugural members may be asked to extend/reduce their term of office by a year in order to achieve continuity of expertise)

Reporting

The Panel Chair will provide a written report to Council once a year in December

Remit

1. To review and mark applications for the Awards Programme and select winning applicants. A formal meeting is required for this.

2. To review the selection process and Awards Programme annually, so that it can be evaluated and iterated going forward to ensure improvements are made as experience is gained. To report these findings to Council

3. To assist with pairing Awardees with plenary and international speakers at SfE BES

4. To make suggestions for future members of the Selection Panel; this may include previous awardees
Secretariat
Society Engagement team
Director of Membership Engagement (as required)
Chief Executive (as required)

Additional notes:
- The Society is committed to equal opportunities and the promotion of diversity. The governance and business of this panel should follow the principles of the Society’s Diversity policy

- Panel members are required to commit to attend the Selection Panel meeting and sufficient advance notice will be given. Any panel member who does not attend will be asked to step down, other than in exceptional circumstances

- Each new panel member will be issued with a job description and remit of the panel

- All panel members need to be paid up members of the Society

- All business relating to the panel must be treated in strictest confidence

- All panel members must act in the best interest of the Society. Any conflicts of interest should be declared before the applications are reviewed. The member concerned should not mark the application and should leave the meeting room and take no part in any discussion related to the declared conflict

For this Award, defined conflicts of interest include (but are not limited to):
- Same institution
- Previous collaboration in last 5 years
- Previous mentor-supervisor

- Expenses cannot be claimed if a panel meeting is held during or on the same day as an SfE event if the panel member is also attending the event

- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council

- Panel membership should represent key areas of interest and geographical spread and will reflect equal numbers of clinical academics, clinicians-in-practice and scientists. One panel member from each category will be nominated by the Officer’s sub-committee, one panel member from each category will be nominated by the Clinical and Science Committees and one panel member from each category will be drawn from a call for nominations to the membership; the nomination form should encourage members in under-represented areas to apply. Panel members will be ratified by Officers/Council

- Wherever possible, retiring panel members should not stand for immediate re-election unless asked to do so for reasons of succession

- As this is a new panel, some inaugural members may be asked to extend/reduce their term of office by a year in order to achieve continuity of expertise.