

BSPED Awards Committee Chair Role Profile

Job title: Chair of the BSPED Awards Committee

Appointment: Nomination via membership of the BSPED and ballot by existing Awards

Committee

Eligibility: Must be a member of the BSPED (and see essential criteria below).

Accountable to: BSPED Executive Committee

Term of office: 3 years with the possibility of extending for one additional year. Term to

begin in May 2025, with attendance at the March 2025 Awards Committee

meeting for a handover

Remit

• To chair the BSPED Awards Committee meetings in order to make decisions regarding the BSPED awards portfolio, processes and winners of the awards.

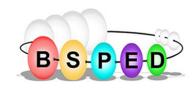
- To review and approve the agenda and minutes of the Awards Committee meetings.
- To be responsible for the following BSPED awards:
 - 1. The Research and Innovation Award
 - 2. The James M Tanner Award (lifetime achievement and outstanding contribution)
 - 3. Other awards as agreed and added by the Awards Committee
- To, along with the Awards Committee, ensure the BSPED awards portfolio is relevant and beneficial to the wider BSPED membership and helps to fulfil the objectives of the Society.
- To receive, review and assess the applications for the Research and Innovation Award and score them based on the guiding criteria, alongside a panel of independent reviewers.
- To recruit and manage the panel of independent reviewers.
- To receive, review and assess the applications for the James M Tanner Award, alongside the other members of the Awards Committee.
- To liaise with the BSPED Office to ensure processes, application forms, grant agreements, promotional wording, etc are fit for purpose.
- To liaise with the BSPED Office and POC regarding the presentation of the awards at the BSPED conference, as well as the reporting back from previous award winners.
- To liaise with the James M Tanner Award winner, the POC and BSPED Office, if needed, regarding the winner's lecture at the conference.
- To liaise with the BSPED Office to procure an appropriate medal/plaque/trophy for the winner of the James M Tanner Award.
- To be the point of escalation when conditions of the awards are not fulfilled by winners.
- To present the awards at the BSPED conference.

Meetings

- The BSPED Awards Committee (Awards Committee Chair + BSPED Chair + BSPED Secretary + BSPED Treasurer + Clinical Committee Chair) will meet twice per year via videoconference:
 - in the spring to agree the winner of the James M Tanner Award and agree awards and processes for that year;
 - o in the autumn to ratify the winner of the other awards and agree the nomination process for the James M Tanner award.
- Further correspondence will be via email.

Responsibilities that lie outside of this role:

- Checking the membership status of applicants BSPED Office
- Guidance regarding available funds for awards BSPED Treasurer to Awards Committee



- Producing certificates for award winners BSPED Office
- Producing slides for Awards session BSPED Office
- Making payment to award winners BSPED Treasurer
- Allocating a slot for awards in the conference programme POC
- Circulating calls for applications, award letters and grant agreements BSPED Office

Essential Criteria

- An understanding of how to critically assess research projects and funding applications
- Available for society business and queries on an ad-hoc basis
- A broad knowledge of paediatric endocrinology and diabetes
- An understanding of equality, diversity and unconscious bias
- A commitment to the aims and values of the Society and willingness to act as an ambassador
- Confident in chairing meetings