



## **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;
  - 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