



## Association of British Paediatric Nurses

### Terms of reference for Honorary Fellowship Committee

#### **Purpose**

The purpose of this Committee is to undertake the following tasks:

1. Ensure that adverts about the call for Fellowships is sent out in a timely manner.
2. Undertake initial screening of the Fellowship nominations and to ensure that the nominees meet the eligibility criteria.
3. Present the nominations supported by the Honorary Fellowship Board to Governance and Development Group for their consideration and approval/rejection.
4. Inform the nominated Fellows of their nomination after approval by G&D Board.
5. Maintain correspondence with the nominated Fellows prior to their award.
6. Sustain correspondence with all Fellows on a regular basis to keep them engaged with the Association.

#### **Membership of the Committee**

The membership of the committee should include a minimum of four people. Typically, these will be:

1. Two (or more) representatives of the G&D Board.
2. An existing Fellow of the ABPN.
3. A children's nurse/person external to the ABPN to ensure a perspective with no ties to the Association.

#### **Decisions**

The Committee will send through their recommendations (award or reject) to the G&D for their consideration. The Committee does not have to come to consensus as they are only making a recommendation. The recommendation will note how people voted (award, reject abstain). Note: the final decision about award of fellowship is made at the Annual General Meeting based on the recommendations of the G&D.

#### **Conflicts of interest**

At the start of any meeting, members of the Committee must declare conflicts of interest, and should these occur, they will be required to step down from considering those nominations. Conflicts of interest include the following: reviewing a nomination for which they acted as nominator, reviewing their own nomination, acting as manager for the nominee, personal or professional (e.g., collaborating) relationship with the nominee etc.

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