



## Association of British Paediatric Nurses

### Terms of reference for Honorary Fellowship and Awards of Merit

#### **Purpose**

The purpose of the Terms of Reference is for the ABPN Membership Working Group to undertake the following tasks:

1. Ensure that adverts about the call for Honorary Fellowships and Awards of Merit are sent out in a timely manner.
2. Undertake initial screening of the Honorary Fellowship and Awards of Merit nominations and to ensure that the nominees meet the eligibility criteria.
3. Provide a recommendations report to Governance and Development (G&D) Group for their consideration and approval/rejection.
4. Support the ABPN chair to inform the nominated Honorary Fellows and Awards of Merit of their nomination after approval by G&D Board.
5. Maintain correspondence with the nominated Fellows prior to their award.
6. In conjunction with the ABPN Communications and Raising the Profile Working Group sustain correspondence after awards made with all Honorary Fellows and Awards of Merit on a regular basis to keep them engaged with the Association.

**The ABPN Membership Working group** includes 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 ABPN Membership Working Group will send through their recommendations (award or reject) to the G&D for their consideration. The ABPN Membership Working Group 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 Honorary Fellowship and Award of Merit 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 ABPN Membership Working Group 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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