



**Royal Society of New South Wales
Awards Committee**

Terms of Reference

1. Introduction

1.1 Background

The Royal Society of NSW (the Society, RSNSW) traces its origins to the Philosophical Society of Australasia, which was established on 27 June 1821. The Society received Royal Assent in 1866 and was incorporated by an Act of the NSW Parliament in 1881.

Today, the Society is an inclusive learned institution that aims to enrich lives through knowledge and inquiry. It encompasses a diverse group of people who are dedicated to ideas that matter and contributing to a just, secure, and sustainable society by:

- Mobilising the multidisciplinary expertise of Society members
- Providing authentic and authoritative information
- Addressing national and global challenges
- Recognising and promoting excellence.

1.2 Organisational Structure

The Council is responsible for delivering the initiatives of the 2021-23 Strategic Plan.

The organisational structure of the Society has been conceived as a collection of programs that is designed and implemented by Council and its Committees. The Committees will undertake the detailed work of the Society, providing reports and advice to Council on the present and future conduct of the programs.

This document sets out the roles and responsibilities of the RSNSW Awards Committee, in accordance with the Society's Rules, Values, Strategic Plan, Policies, Programs, and Council Handbook.

2. Role and Responsibilities

The purpose of this Committee is to lead the Awards Program (see 6. Schedule of Awards) of the Society on behalf of Council. The Awards Program is designed to recognise excellence and outstanding achievements by one or more individuals, as appropriate, through its Medals, Prizes, Scholarships, and other Awards.

2.1 Program

The Committee will undertake the following activities:

- 2.1.1 Determine the Awards for which nominations will be sought each year and, if an award has associated funding, advise the Treasurer regarding its inclusion in the Society's budget.
- 2.1.2 Actively promote the Society's Awards by:
 - Producing a range of content relating to the Awards Program for the Webmaster to upload to the Society's website and social media channels as appropriate.
 - Ensuring that the pages on the Society's website relating to the Awards Program are reviewed periodically to ensure they are current.
 - Working, as appropriate, with partners to promote specific awards and the Awards Program generally.
 - Publicising the conditions of the awards and their closing dates.
- 2.1.3 Periodically review the criteria and conditions for each award to ensure that they are appropriate for achieving their approved purpose.
- 2.1.4 Engage partners in soliciting nominations for specific awards as appropriate.
- 2.1.5 Engage partners in the assessment process of specific awards as appropriate.
- 2.1.6 Actively solicit nominations from well-qualified individuals (or groups if allowable under the award conditions) and from institutions as the employers or sponsors of such individuals (or groups).
- 2.1.7 Act proactively to ensure that bias is removed from the nomination process and that the nominations reflect the diversity of the pool from which they are drawn.
- 2.1.8 Ensure rigorous and bias-free assessment processes, establishing an expert panel(s) to undertake assessments in line with the conditions and criteria for each award, and consistent with the Conflict of Interests Policy and Diversity and Inclusion Policy.
- 2.1.9 Make recommendations to Council in relation to proposed recipients of each Award for that year.
- 2.1.10 Advise Council when the Committee determines that there are no suitable nominations for one or more Awards for that year. Following noting by Council, the Awards Committee Chair will ensure that the nominators of unsuccessful applicants and the unsuccessful applicants have been advised of the outcome.
- 2.1.11 Following Council approval, provide award details of the recipients to:
 - the President who will notify and congratulate recipients before the formal announcement
 - the Webmaster who will prepare website and social media announcements, and arrange updates to the Awards pages on the website
 - the Events Committee so that arrangements for the presentation for awards and any associated lecture can be made
 - the Treasurer so that payment arrangements can be made for any award that has a monetary component
 - The Society's service provider to order the individually engraved medals and prepare printed Award Certificates.
- 2.1.12 Following Council approval, the Awards Committee Chair will ensure that the nominators of unsuccessful applicants and the unsuccessful applicants have been advised of the outcome before a public announcement of the award recipients.
- 2.1.13 Make recommendations to Council on policy relating to the Awards Program.
- 2.1.14 Review periodically the Awards program to determine if a new award is required:

- in a field or category that is not currently represented
- to commemorate a significant event
- to commemorate a major contributor to, or recognise a substantial benefactor of, the Society in a named Award
- to promote a region, or scholarly activity in or for a region, in which the Society operates.

2.1.15 Recommend to Council for approval the creation of a new award, together with the criteria, conditions, and funding requirements.

2.2 Policies and Guidelines

The Society has several documents that govern the processes for each Committee:

- Diversity and Inclusion Policy
- Conflict of Interest Policy
- Fundraising Guidelines
- Council Handbook.

These documents will be made available to the Committee by the Secretary of the Society.

3. Committee Composition

3.1 Members

- 3.1.1 The Council appoints committee members who are members of the Society, but who are not necessarily members of Council. In certain circumstances Council may determine that a representative of a partner organisation should also be a member of a Committee to further the mission of both organisations.
- 3.1.2 Rule 21 states that the President and the Secretary are *ex officio* members of all committees and have the right but not the obligation to attend Committee meetings.
- 3.1.3 It would be desirable to have cross-representation with the Events Committee.
- 3.1.4 Council will ensure that the Awards Committee membership meets the requirements of the Diversity and Inclusion Policy.
- 3.1.5 Committee members are appointed for a two-year term from the Annual General Meeting by Council resolution at a Council meeting immediately following the Annual General Meeting or earlier should circumstances require it.

3.2 Chair

- 3.2.1 The Chair of the committee is appointed by resolution of Council and preferably is a current member of Council.
- 3.2.2 The Chair has the responsibility for:
- Making committee membership recommendations to the Executive Committee to endorse and forward to Council for approval
 - Ensuring that the Committee develops and maintains an annual work plan for the Awards Program
 - Developing, with assistance from the Committee Secretary, agendas for formal business meetings of the Committee
 - Reporting on the Awards Program work plan activities, as appropriate to each Council meeting using the standard reporting template

- Ensuring effective communication and engagement, as appropriate, with other Council Committees, Office-bearers, key Society appointees (e.g., Editor of the Society's Journal and Proceedings), Branches, and relevant partner organisations (including service providers) for the conduct of the business of the committee
- Ensuring that Awards Committee activities comply with Policies and Council Handbook requirements.

3.3 Secretary

3.3.1 The Committee will appoint a Committee Secretary from within its membership, other than the Committee Chair.

3.3.2 The Secretary has the responsibility for:

- Receiving nominations, ensuring all documentation is received and correct, and forwarding to the relevant assessment group.
- Working with the Chair to develop the meeting agenda and preparing it with the standard agenda template
- Circulating draft minutes including actions of any meeting to all Committee members within one week of each meeting, writing meeting minutes using the standard template, and with the Chair's approval, circulating the minutes to Committee members within two weeks of each meeting
- Tracking subsequent actions from meetings
- In advance of each Council Meeting, providing the Society Secretary with the Chair-approved report on Awards Program activities using the standard Council reporting template
- Ensuring that the agendas, minutes, actions, and any other relevant material are stored in the Awards Committee collaborative space and are accessible to all Committee members
- Liaising with the Society's Webmaster to ensure that the Committee's decisions are reflected on the website, as appropriate.

4. Expert Advisors

4.1 The Committee may engage suitable advisors who are not necessarily members of the Society to provide the Committee with expert, independent advice, provided that if any expenditure is required it must be authorised by the Executive Committee on behalf of Council.

4.2 The Committee is not bound by the independent advice it receives, but it is responsible for advice it provides to Council.

5. Meetings

5.1 Formal Meetings

5.1.1 The Committee conducts its business by formal meetings, the dates being determined annually in advance to facilitate reporting to Council meetings.

5.1.2 An agenda for each formal meeting, prepared using the standard template, and any relevant supporting documents will be forwarded to each Committee member at least seven (7) days prior to the date of the meeting, unless otherwise agreed by all Committee members.

- 5.1.3 The quorum for Committee meetings shall be the number which exceeds one half of the Committee members provided that at least one of those present is the Committee Chair or Committee Secretary.
- 5.1.4 The Committee Chair has a deliberative and a casting vote.
- 5.1.5 In the Chair's absence, the Committee shall choose another Committee member to chair the meeting.
- 5.1.6 An additional meeting of the Committee may be called at the written request of two or more Committee members.

5.2 Informal Meetings

- 5.2.1 The Committee may conduct routine business by appropriate means, provided that all Committee members are apprised of the decisions in writing and that a record of those decisions is included in the Awards Committee collaborative space and in the Committee's report to Council.
- 5.2.2 Informal meetings may take place as frequently as required.

6. Schedule of Awards

Nominations for the Awards program open on 1 July and close on 30 September each year. Nominations for all awards will be received by the Awards Committee by email through the prescribed email inbox.

Award	Nomination	Assessment	Medal	Cash Prize	Lecture	Journal Paper	Frequency of Nominations
Archibald Ollé Prize	Society and Editorial Board members	Journal Editorial Board		\$500			Every year
Clarke Medal and Memorial Lecture	Open	Subject matter experts	Yes		Yes		Every year
The Edgeworth David Medal	Open	Subject Matter experts	Yes				Every year
RSNSW History and Philosophy of Science Medal	Open	Subject matter experts	Yes			Yes	Every year
Jak Kelly Award	Universities to AIP NSW Branch	AIP NSW Branch & RSNSW Rep		\$500			Every year
James Cook Medal	Open	Subject matter experts	Yes		Yes?		Every year
Liversidge Lecture	RACI	RACI & Awards Committee			Yes		Every two years
The Poggendorff Lectureship	Open	Subject matter expert	Yes		Yes		Every year
Pollock Lecture	Open	Subject matter expert					Every four years
RSNSW Citation	Open	RSNSW Executive Committee					Every year
RSNSW Medal	Open	RSNSW Executive Committee	Yes				Every year
RSNSW Scholarships	Open	Subject matter experts		\$500 each			Every year
Walter Burfitt Prize	Open	Subject matter experts		\$150			Every three years
Warren Prize	Open	Journal Editorial Board		\$500		Yes	Every year

7. Key Dates

Date Originated	March 2021 (Council Approval)
Date of last review	N/A
Date of next planned review	Jan 2023 by the Awards Committee for submission to Council
Designated Owner	Awards Committee Chair