
Description of the Nominations Committee

The Nominations Committee reviews the annual nominations three of the College awards; RCPCH Members' Award, James Spence Medal and Honorary Fellowship. The Committee publicises, monitors and assesses the applications, along with other responsibilities including overview of College participation in the UK National Honours system.

- The Nominations Committee sits within the Corporate Services division within the College.
- The Nominations Committee reports into their parent committee - Council

Role details

- The RCPCH Member with College Honours is accountable to the Chair of the Committee, at this time the College Registrar
- The term of office for this position is 3 years with the possibility to extend a further 2 years.

Eligibility

Applicants must be one of the following membership categories

- Fellow
- Senior Member or Fellow
- Ordinary Member
- Honorary Fellow

and in receipt of either an RCPCH Honorary Fellowship, Members' Award or the James Spence Medallist. The applicant may be asked to provide proof of their award, including the year received. The applicant's primary mailing address must be in the UK/Ireland

Role purpose and responsibility

The responsibilities of the post holder are:

- To assist in the assessment of nominations for James Spence Medal, Honorary Fellowship and RCPCH Members' Award.

Working relationships

The post holder will work with the Chair other Committee members, amongst other stakeholders.

Time commitment

Committee members will be required to attend 2 half-day meetings per year and devote sufficient time during the scoring period in the latter half of the calendar year to meet the demands of the role. This will depend on the nominations received, but is ordinarily 4-6

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

Page 1 of 3

hours. You may be asked to contribute to online discussions between meetings. Meetings will normally be held in a hybrid capacity with the office in London, and remotely.

Support provided from the College

The first point of contact will be via the Governance and Committees Administrator.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings. Remote attendance options may also be offered for some meetings.

Knowledge, skills and experience required

Essential:

- [Member of the College in Good Standing with RCPCH](#) (in the appropriately listed membership category)
- Is in receipt of either the James Spence Medal, an RCPCH Honorary Fellowship or RCPCH Members' Award, that can be proven.
- Has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.

Process

Applications for roles should be submitted electronically at [volunteering opportunities](#) no later than the closing date. Your CV should also be uploaded, and we will ask you to include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post.

When undertaking a role at RCPCH all role holders must agree to respect and uphold the charitable objects, vision, and values of the RCPCH and uphold the [code of conduct](#) which embodies of the values that the RCPCH holds, the breaking of which could lead to sanction. Core to RCPCH's values is the exemplary behaviour of its members, both as professionals and also as individuals.

Appointed candidates will be asked to [register their interests](#). This is to ensure that personal circumstances that might compromise a volunteer's ability to be seen as acting correctly are properly disclosed.

The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and vulnerable adults. Safeguarding is everyone's responsibility, with the role holder required to comply with the College's Safeguarding policy. Appointed candidates must also have attended Equality, Diversity and Inclusion training within the last 3 years.

The College may – at its discretion and with the agreement of the candidates – choose to offer this role as a job-share between more than one candidate once the appointment process is complete. Details will be discussed with candidates at the time should this arise.

The RCPCH wants to represent all the communities we serve and are dedicated to creating an inclusive working environment. The College is particularly keen to receive applications from those who belong to an underrepresented group as defined in the equality act 2010, including age, disability, sex, race, religion or belief, gender reassignment, married or in a civil partnership, pregnancy/parental leave, or sexual orientation.

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Page 2 of 3

The College is a disability confident leader, please let us know if you require any reasonable adjustments or accommodations as a result of a disability, impairment or health condition.

Members can also receive support to cover the costs of caring responsibilities, where these responsibilities would otherwise prevent them from undertaking voluntary work for the College, as per the [removing barriers](#) fund. Claims must be submitted using the appropriate form and the College should be made aware of these requests at least a month in advance. For further information please contact edi@rcpch.ac.uk.

Eligible candidates who have the required knowledge, skills and experience may be invited to attend an interview either at the College's Offices or via tele-conferencing. Following the interview, a recommendation will be made on any appointment.

Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's responsibilities as a committee member. Please also refer to the [membership privacy notice](#) which explains how we will use the data we collect from you.

Dr Jan Dudley
Registrar
2025

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Page 3 of 3

Royal College of Paediatrics and Child Health.
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