



# Faculty of Pharmaceutical Medicine

*Advancing the science and practice of  
pharmaceutical medicine for the benefit  
of the public*

## ROLE DESCRIPTION

### COMMITTEE MEMBER, FELLOWSHIP COMMITTEE

#### Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

#### The Committee

The Fellowship and Awards Committee meets once a year to consider all applications and nominations for Honorary and Ordinary Fellowship, Honorary Membership and Membership by Distinction, the special awards and any other awards FPM may make as agreed by the Board of Trustees. The Committee draws on representatives from around FPM, including from the Board of Trustees, Education and Standards Committee, Ethics and Practice Committee, Policy and Communications Group and the Board of Examiners, as well as from FPM's parent colleges.

The Committee's principal responsibilities are to:

- Consider and approve or reject nominations for who should be admitted to Fellowship, Honorary Fellowship, Honorary Membership or Membership by Distinction
- Consider and approve or reject nominations for the President's Medal, the Volunteer Award and the Academic Achievement Awards
- When required, make proposals to the Board regarding the rules governing Fellowship, including Honorary Fellowship, and the Honorary and Distinction routes to membership
- Inform the Board of Trustees of decisions on nominations and bring to the Board's attention matters requiring the Board's approval
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct

#### The role

Committee members are expected to contribute to the work of the committee.

Key responsibilities include:

- To attend one Committee meeting a year, either in person or online.
- To actively contribute to the work of the Committee in the areas described above.
- To review and assess the submitted applications and nominations prior to the meeting.

- To contribute to discussions between formal meetings of the Committee (inc. online, by email, phone etc), as required.
- To support the process of reflecting on applications received and advise on efforts to remove barriers to application and other lessons to be folded into future recruitment.
- Bring impartiality and objectivity to meetings and decision-making.
- To undertake other activities on behalf of the Committee and FPM as agreed with the Chair.

#### **Other responsibilities**

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy
- To act in compliance with FPM's values

#### **Time commitment**

The Committee meets once a year, in May. The Committee meeting is normally hybrid style (in person and online).

Committee members may be asked to demit if they are not able to attend meetings or contribute satisfactorily to the Committee's work. Committee members normally serve for a period of three years. This can be extended to a maximum of six years if re-appointed.

## PERSON SPECIFICATION

### COMMITTEE MEMBER, FELLOWSHIP COMMITTEE

#### Professional

##### *Essential:*

- GMC (or other relevant medical registration body) registered with a licence to practise and in good standing.
- A current **Fellow** of FPM in good standing.

##### *Desirable:*

- Can demonstrate achievement in and strong commitment to the specialty of pharmaceutical medicine.
- Currently undergoing revalidation.

#### Personal

##### *Essential:*

- Strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Strong interpersonal skills and the ability to work constructively with a mixed team of Committee members, staff and others.
- Evidence of the use of initiative.
- Willing to devote the necessary time and effort to fulfil the requirements of the role.
- Committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and learned.

##### *Desirable:*

- Successful membership or chairing of a committee demonstrating positive contribution.
- Evidence of achievement in an activity or activities relevant to the work of the Committee.

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