

Chartered Society of Physiotherapy

Professional Awards Panel

Terms of Reference

Accountable to: Council

1. Purpose

- 1.1 To evaluate and consider nominations against the agreed criteria for the CSP awards of Honorary Fellowship, Fellowship and Distinguished Service Award.
- 1.2 To recommend to CSP Council those nominations which meet the eligibility criteria and are considered to be worthy of the award.

2. Responsibilities

- 2.1 The panel will receive nominations by email and undertake an evaluation against the agreed criteria and an initial marking.
- 2.2 The panel will hold a face-to-face meeting or telephone conference not more than 2 times per annum to verify the final marking and make recommendations to CSP Council.
- 2.3 The Chairman of Council will notify the awardees in writing.

3. Membership and Term of Office

3.1 The membership of the panel will be appointed by Council. The members shall have experience of assessing nominations for awards and shall consist of:

- 2 Fellows/Distinguished service awardees of the CSP of which one will be the appointed Chair of the panel
- 2 CSP Members
- 1 lay member

3.2 The Chair of the panel and at least two other Members are required for the telephone conference/face to face meeting for the panel to be quorate.

3.3 The term of office is 2 years. Panel members are eligible to be appointed for a second term of 2 years.

4. Administration and Support

- 4.1 The panel will hold a face-to-face meeting/ telephone conference not more than twice a year to consider the nominations.

- 4.2 The Administrative Officer will administer the process and the meetings.
- 4.3 The panel will be supported by a senior officer from the Practice & Development Directorate