

TRUSTEE BOARD AWARDS COMMITTEE

Constitution and Terms of Reference

1. PURPOSE AND OBJECTIVES

- 1.1. To recommend policy on the Institution's Major Prizes and Awards, as well as all general Prizes, Awards, Scholarships, Fellowships and Grants, which stem from the Institution's Trust Funds.
- 1.2. To administer the disbursement of the Institution's Major Prizes and Awards, as well as all general Prizes, Awards, Scholarships, Fellowships and Grants, which stem from the Institution's Trust Funds.
- 1.3. To review and process on behalf of The Institution, funds from new benefactors, in accordance with any conditions laid down.

2. DUTIES

- 2.1. To review in detail the previous year's accounts and approve the annual Trust Fund Budget.
- 2.2. To review and determine the monetary value and allocation of all prizes including the work of the awarding bodies listed in section 7.2, considering any recommendations received.
- 2.3. To recommend the introduction of new or special prizes and awards and the use of Trust Funds for new purposes.
- 2.4. To administer the disbursement of the Institutions' Major Prizes and Awards and other general Prizes, Awards, Scholarships, Fellowships and Grants, under the Trustee Board Awards Committee budgetary control.
- 2.5. To review the nominations for the Institutions' Major Prizes and Awards and to inform all nominators of the decision(s) of the Trustee Board Awards Committee in a timely manner regarding their nominee(s).
- 2.6. To review periodically awards made by the awarding bodies listed in section 7.2, to ensure that prize-winning achievements are of an acceptable standard.
- 2.7. To review the awarding bodies listed in section 7.2 and the tasks assigned to them and consider if they are still fulfilling their purpose.
- 2.8. To review proposals to associate the Institution with awards sponsored by organisations other than the Institution and recommend to the Trustee Board whether such proposals should be approved.
- 2.9. To administer the processes for setting up new Prizes, Awards, Scholarships, Fellowships and Grants ensuring that they meet the conditions laid down by new legacies / benefactors and utilize the funds received.

- 2.10. To recommend to the Trustee Board the approval of new Prizes, Awards, Scholarships, Fellowships and Grants that have been set up following receipt of funds from new benefactors.
- 2.11. To commission audits, as the Trustee Board Awards Committee sees fit, on any aspect of the Trust Funds.
- 2.12. To appoint the TBAC secretariat service provider and review their performance annually.

3. MEMBERSHIP

3.1 Composition and Tenure

No.	Role	Type	Basis of Appointment	Type	Tenure
1	Chair	Appointed	Appointed by the President (see section 3.2.1)	Voting	3 years with a 2 nd 3 years at the discretion of either the President or Trustee Board (maximum 2 Term Tenure)
1	Vice Chair/Chair Elect	Appointed	Appointed by the President (see section 3.2.2)	Voting	3 years
1	Educational Awards Committee Chair	Co-Opted	Appointed by the Chair of TBAC from the members of EAC	Voting	
1	EngTech Awards Committee Chair	Co-Opted	Appointed by the Chair of TBAC from the members of EngTechAC	Voting	
1	FSTC Awards Committee Chair	Co-Opted	Appointed by the Chair of TBAC from the members of FSTCAC	Voting	
1	Scholarship Awards Committee Chair	Co-Opted	Appointed by the Chair of TBAC from the members of ScholAC	Voting	
1	Whitworth Awards Panel	Co-Opted	Appointed by the Chair of TBAC from the members of WAP	Voting	
1	YMB Young Members' Board	Co-opted	Appointed by the Chair of TBAC from the members of YMB	Voting	
Up to 4	Fellows/Members	Representative	Nominated by the members of TBAC or the Nominations Committee	Voting	

No.	Role	Type	Basis of Appointment	Type	Tenure
2	Fellows/Members of Council	Representative	Nominated by Council	Voting	Ideally 3 years but tenure to be determined by Council
1	TSB liaison (representing the Divisions and Groups)	Representative	Nominated by the Technical Strategy Board	Voting	Ideally 3 years but tenure to be determined by TSB
1	TB liaison	Representative	Nominated by the Trustee Board	Voting	Tenure to be determined by TB
1	ISB liaison	Representative	Nominated by the International Strategy Board	Voting	Tenure to be determined by ISB
1	RSB liaison	Representative	Nominated by the Regional Strategy Board	Voting	Tenure to be determined by RSB
1	Finance	Representative	Appointed by the Chief Executive	Non-Voting	Tenure to be determined by Chief Executive

For descriptions of the TBAC roles see the documents; "TBAC Chair Role Description", "TBAC Vice Chair/Chair Elect Role Description", "TBAC Member Role Description".

3.2 Appointments

3.2.1 The Chair shall be appointed by The President from:

- The Vice Chair/(Chair Elect) of TBAC;
- The available Past Presidents;
- The available past Trustee Board members (if there is no suitable Past President available);
- If there is no suitable past Trustee Board member available, then the President will liaise with Nominations Committee to identify and appoint a suitable candidate from:
 - Past Chair of an IMechE HQ Committee;
 - The current TBAC membership.

3.2.2 The Vice Chair/(Chair Elect) shall be appointed by The President who will be in place at least one year before taking over the role of Chair from:

- The available Past Presidents;
- The available past Trustee Board members (if there is no suitable Past President available);
- If there is no suitable past Trustee Board member available, then the President will liaise with Nominations Committee to identify and appoint a suitable candidate from:

- Past Chair of an IMechE HQ Committee;
- The current TBAC membership.

3.2.4 Succession planning:

- The co-opted members will be succeeded by a member of the awarding body they are representing on the Trustee Board Awards Committee, or by a member of the Trustee Board Awards Committee
- The Fellows / Members from Council will be succeeded by Fellows / Members from Council proposed by the Nominations Committee.
- The Fellows / Members (not Council) will be succeeded by Fellows / Members proposed by either the Trustee Board Awards Committee or the Nominations Committee.
- Co-opted Members / Fellows with relevant experience may be appointed by the Chair of the Trustee Board Awards Committee.

3.3 **Conduct**

Members shall demonstrate values and behaviours aligned to the Institution's Code of Conduct and its commitment to diversity and inclusion in all matters; see document "Behaviours and Values".

3.4 **Training**

Members shall undertake inductions, training or refreshers required to maintain their skills, knowledge and effectiveness in their volunteer roles; Chair, Vice Chair/Chair Elect, Representative voting Fellow / Member of the Trustee Board Awards Committee.

4. **HQ SUPPORT (SECRETARY / ACCOUNTANCY)**

- 4.1. The Chief Executive of the Institution shall ensure that the Trustee Board Awards Committee receives professional secretariat support, including the provision of the information and papers in a timely manner, the minuting of meetings, and the recording of decisions.
- 4.2. The Finance Director of the Institution or their nominee shall ensure that the Trustee Board Awards Committee receives professional financial support, including provision of Trust Funds accounts and Trust Funds budget reports in a timely manner.

5. **BUDGET**

- 5.1. The Trustee Board Awards Committee operates within an annual Trust Funds budget proposed by the Chair and agreed by the Trustee Board. The Trustee Board Awards Committee is responsible for ensuring that all money spent within the agreed budget is in accordance with the Institution's policies and the terms and conditions of the Trust Funds.

6. **MEETINGS**

6.1. **Participation**

Only members of the Trustee Board Awards Committee and the President have the right to attend meetings and only voting members listed in 3.1 above shall

participate in Trustee Board Awards Committee votes. At the discretion of the Chair and as appropriate for the business of the meeting, other individuals (i.e. specialists, external representatives etc.) may be invited to attend as observers for all or part of a meeting.

6.2. **Quorum**

The attendance of 6 voting members, including either the Chair or Vice Chair/Chair Elect, is required for a meeting to be quorate.

6.3. **Frequency**

The Trustee Board Awards Committee will meet formally at least 3 times a year and at such other times as the Chair may decide. Meetings will be held either physically or remotely. Members are required to maintain an attendance rate of circa 66% per year and, if unable to do so, may be asked by the Chair to stand down.

6.4. **Conflict of Interest**

There should be no conflict of interest or perception of conflict of interest of any member of the Trustee Board Awards Committee.

If a nomination is received by the Trustee Board Awards Committee for any of the Prizes and Awards for a member of the Trustee Board Awards Committee, then that member shall be informed of their nomination and either:

- a. The member may resign from the Trustee Board Awards Committee and thus allow their nomination for the relevant prize or award to be considered, or
- b. The member may elect not to resign from the Trustee Board Awards Committee in which case their nomination will not be put forward for consideration.

7. REPORTING RESPONSIBILITIES

7.1. To report to the Trustee Board an annual review of the Prizes and Awards made by the Trustee Board Awards Committee and the awarding bodies listed in section 7.2.

7.2. The awarding bodies who have been assigned tasks in accordance with terms and conditions laid down by the Trustee Board Awards Committee will report to the Trustee Board Awards Committee an annual review of the Prizes and Awards made by the awarding body. The awarding bodies being as follows:

- Educational Awards Committee (EAC)
- EngTech Awards Committee (EngTechAC)
- Formula Student and Transport Challenges Awards Committee (FSTCAC)
- Scholarship Awards Committee (ScholAC)
- Whitworth Awards Panel (WAP)
- Young Members' Board (YMB)
- Divisional Boards
- Group Boards
- Regional Strategy Board
- International Strategy Board

- Technical Strategy Board

TBAC will modify this assignment from time to time as it considers appropriate to cater for changes in the Institution membership structure or organisation.

8. AUTHORITY

- 8.1. The Trustee Board Awards Committee is authorized by the Trustee Board to obtain, at TBAC expense, legal or other professional advice on any matters within its terms of reference having first informed the Trustee Board of its intention to do so.

9. RETENTION AND MAINTENANCE

- 9.1. The Board/Committee shall review its Terms of References every 3 years.
- 9.2. Terms of References may be amended, varied, or modified by seeking approval of the Trustee Board.
- 9.3. Approved Terms of Reference will be held in a central repository overseen by the Governance Department. Members, where applicable, can access the Terms of Reference through the IMechE Website, Trustee Board Awards Committee Teams Channel and/or upon request to HQ.

10. APPROVAL

- 10.1. This document and its appendices were approved by the Trustee Board on 18 May 2021.
- 10.2. The previous Constitution and Terms of Reference were:
 - Approved by the Trustee Board on 20 February 2012.
 - Approved by the Trustee Board on 17 April 2002 (Minute 7) and approved in 2011 to incorporate the Formula Student Awards Committee.
 - Amended by Council on 21 October 1987 (Minute 104).
 - Amended by the Council Executive Committee on behalf of Council on 11 October 1989 (Minute 109.4).
 - Amended by Council on 28 January 1998 (Minute 7.2) to allow for the Vice-Chair to be a Member of Council in place of a Vice-President.
 - The Constitution and Terms of Reference had originally been approved by Council on 27 January 1982 (Minute 13).

11. APPENDIX A

- 11.1. Process to be followed for new donations or legacies from benefactors.

12. Reference Documents:

- 12.1. TBAC Chair Role Description
- 12.2. TBAC Vice Chair/(Chair Elect) Role Description
- 12.3. TBAC Member Role Description
- 12.4. Behaviours and Values