

Awards Sub-Committee Terms of Reference

Purpose

The purpose of the Awards Sub-Committee is to:

- Oversee the development, promotion and selection of awards issued by the IRMS.
- Ensure awards offered to members and the wider profession are reflective of the high standards and best practices the IRMS seeks to promote.
- To develop, publish and maintain a clear criteria for each award category offered.
- To promote participation in the awards via nominating parties people feel would be suitable for the award.
- Ensure where winners are chosen by membership vote that the vote is promoted, transparent and governed in a fair manner.
- To seek, with support from the IRMS conference partner, sponsorship for suitable award categories.
- To select a winner where it has been agreed the awards committee has the authority to select a winner based on nominations received.
- To respond to any queries or concerns raised about the awards criteria or process.

Composition & Governance

The Sub-Committee is governed by these Terms of Reference in accordance with the IRMS Constitution. The Sub-Committee will comprise of;

- No more than 5 members at any given time all of whom are current and valid members of the IRMS
- Membership of the Sub-Committee will be for 12 month periods. Members of the group will be able to leave the Sub-Committee with immediate effect if they so chose. Members may leave the Sub-Committee at any time by means of written notification to the chair of the Sub-Committee.
- Members may be removed from the Sub-Committee by a means of a request made by the Chair and approved by the Constitutional Officers of the IRMS Executive.

The Chair of the Awards Sub-Committee shall be the Chair of the IRMS. The Executive will appoint the other members of the committee by majority vote from within the Executive team for a term of 12 months (1 year) from date of appointment.

On an annual basis the Sub-Committee will produce a written report for the IRMS Executive on its activities, risks and plans for the next year.

Operation & Budget

The Society will provide reasonable funds requested by the Sub-Committee to support them in undertaking their work. Before any expenses are incurred the Sub-Committee must ask for the support of the Society's Treasurer and go through the usual expense approval process.

The Sub-Committee will meet as required via email, teleconference, or face to face. The Sub-Committee should meet at least 4 times a year.

Communication channels to the wider IRMS membership will be via email; relevant ListServes (Records Management, Archives; Data Protection); Linked-In; Knowledge Hub; and the IRMS website and newsletter. Any messages will need approval from the IRMS Marketing Director before they are sent to ensure consistency.

A dedicated email address awards@irms.org.uk will be used to provide members with a point of contact to the Sub-Committee. The IRMS will also create an area on the IRMS website for awards information to be stored for membership and public consumption.

All content discussed by the group will remain confidential and the intellectual property of the IRMS unless the Executive Committee decides otherwise. All members involved in this group are therefore not to take any ideas or issues discussed for their own development without the consent of the Executive Committee.

Decision Making

Decisions of the Sub-Committee will be agreed by a majority of the Sub-Committee available to vote at time of approval being sought. The Sub-Committee will be deemed quorate when at least 3 or more members, including the Chair (or nominated deputy) are present. If there is no majority view, the Chair will have the casting vote.

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