

Draft August 2023

TERMS OF REFERENCE FOR THE BDA HONOURS COMMITTEE

‘the Committee’

1. Committee Purpose

The purpose of the Honours Committee is to provide relevant expertise, oversee and manage Honours applications. The committee provides expertise and knowledge to and of the profession around the UK; provides guidance on the completion of applications; and where relevant, conducts research and drafts Honours nominations and/or citations.

The scope of the committee covers both:

- a) Internal BDA Honours - Fellowship, Professional Achievement, Honorary Associate and IBEX
- b) National Honours

Specifically, the remit of the committee is to:

- a) Provide advice, guidance and support to the BDA Board of Directors, staff and members on the Internal and National Honours systems
- b) Act as a reference group for the BDA Board Council, staff and members on Honours queries
- c) Promote the Internal Honours system to BDA membership
- d) Write citations for Internal and National Honours where appropriate
- e) Make recommendations to BDA Council on Internal Honours, providing completed citations where relevant
- f) Research professional, academic or clinical backgrounds of BDA members for National Honours
- g) Submit citations for National Honours on behalf of the BDA
- h) Act confidentially and discreetly at all times
- i) Undergo training on internal and National Honours procedures from time to time
- j) Produce content for inclusion in the main BDA Annual Report as appropriate

For Internal BDA Honours, the Committee will lead on membership communications, reviewing and proposing changes to Honours criteria or process, recommending Honours and preparing Honour citations for the awards ceremony if needed.

In the case of National Honours, the Committee will abide by the confidentiality required in the nominations process, recommend members or staff for nomination, research professional and other backgrounds for nominees, liaise with external referees, write citations and provide advice to the BDA Board of Directors where appropriate.

2. Reporting and Accountability

The Committee reports to and is accountable to the BDA Board of Directors. The Committee shall report to the Board on the nature and content of discussion and any recommendations.

The Committee Chair will provide a short summary of the Committee’s business to each Board meeting.

3. Membership of The Committee

The Committee membership shall comprise at least one professional dietitian Non-Executive Director (member of the Board) and at least six additional members of the BDA including representation from outside of the 'full member' category.

The committee membership should be diverse and include a representative from the EDI committee.

Each of the four home nations should be represented within the Committee membership as well as a breadth of professional expertise and knowledge.

Committee members will be appointed by the Board of the BDA in consultation with the Boards of each of the four nations. Appointments shall be for a period of up to three years with one further consecutive term of appointment.

The Committee Chair will be appointed from the Committee membership and must be a Non-Executive Director of the BDA. The Chair of the Committee will appoint a deputy to deputise at their discretion as and when necessary.

The Committee reserves the right to co-opt expertise at any stage, to support deliberations about any matter.

Committee members have a commitment to attend 70% of the meetings and expected to complete and return 70% of the nomination assessments in a timely manner.

BDA staff will be in attendance as relevant to the agenda.

5. Quorum and Decision Making

A quorum shall be achieved if at least the chair or deputy and one BDA Board Director and three other members of the committee are present.

Decisions of the Committee will be reached by consensus where possible but, if not, shall be decided by a vote. In the event of a tie the Chair of the meeting shall have the casting vote. Decisions can't be made if the meeting is not quorate, but the meeting can go ahead with voting and decision being deferred until such time as quorum is reached.

Decisions on nominations will be made when all committee members have submitted their assessments (or the Committee Chair agrees sufficient assessments have been received) and by consensus where possible.

6. Meeting frequency & Administration

At least 4 meetings shall be held each financial year virtually or in person as agreed by the committee. Administrative support will be provided by the BDA office.

Members may be required to contribute to the function of the committee between meetings.

Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, and supporting papers, shall be forwarded to each member of the committee and any other person required to attend no later than seven days before the date of the meeting.

7. Declaration of Interests-

Any member of the Committee who has an interest financial or otherwise relating to any item before the Committee must declare their interest. The committee Chair shall decide whether or not the interest is material and any mitigation. Should the Committee Chair declare an

interest, the Committee will agree on the materiality, by vote if necessary, and if deemed necessary a temporary Chair will be appointed and determine any mitigation.

When an interest is declared the Committee will consider any mitigation to include whether the member may remain in the meeting and contribute to or observe the discussion. Where an interest is deemed material, the interested party may not be part of any decision making.