

## Royal Pharmaceutical Society - Panel of Fellows Terms of Reference

### 1. Purpose

The Panel of Fellows reports directly to the Assembly on admission into the membership category of Fellows of the Society.

### 2. Mandate

#### **The Panel of Fellows will:**

- Have the power to admit members as Fellows of the RPS by reviewing and approving or rejecting RPS Fellows' applications. The Panel should consider if the nominated members have made an original contribution to the advancement of pharmaceutical knowledge or attainment of distinction in science, practice, profession, or history of pharmacy.
- Remain committed to ensure principles of equity, inclusion and diversity are central to their work.
- Notify the Assembly of the list of new Fellows immediately following the Panel meeting and before letters are sent to them to ask if they accept. The Assembly does not approve the list.
- Provide an annual report to the Assembly on the activities of the Panel of Fellows.
- Follow the Panel of Fellows' procedure for acceptance at each meeting noting that in the absence of a consensus, where the Panel should not come to a unanimous decision, then a majority decision will be noted.
- Review its Terms of Reference on at least an annual basis.
- Support and encourage Fellows of the Society in their work representing and promoting the pharmacy profession.
- Assess and make recommendations to the RPS on their formal endorsement of applications for civil honours submitted to the Society.
- Have the authority to confirm the reinstatement of Fellowship to Members who allowed their membership to lapse and have since re-joined the RPS.

### 3. Membership

The Panel shall consist of a chair and a flexible number of Panel members up to a maximum of eight in total, appointed to represent the diversity of the profession and the three countries recognised in the Society's constitution.

All members of the Panel should be Fellows of RPS but should not be members of either the Assembly or a National Board.

Members serve a maximum of two consecutive terms of three years.

### 4. Meetings

The Panel of Fellows will normally meet, twice a year, in May and November.

A quorum shall include 4 Panel members.