



## College Awards Committee

# Terms of Reference

1. Introduction
    - 1.1 Approval date: February 2021
    - 1.2 Revision due date: Three years
    - 1.3 Team responsible: Membership Services
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2. Declaration

This Terms of Reference sets out the scope of operations for the College Awards Committee (the Committee), and the rules and administrative procedures relating to the nomination and awards process for College awards.
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3. Background

As a membership-based organisation, the College's charitable purpose is to encourage, foster and maintain the highest possible standards for medical care within the scope of general practice, in order to reduce health inequalities and achieve improved health for all New Zealanders. Accordingly, the College chooses to recognise the various achievements of its members in fulfilling the aims of the College through the annual awards process.

The Committee is established by the Board to review all nominations and submit recommended award recipients for decision by the Board.

The Board is responsible for the content, development, and review of these Terms of Reference. The Board must give its approval for awards to be introduced, retired, or materially altered.

### 3.1 List of College awards

The College has four nomination-based awards, two achievement-based awards, and three invitation awards.

#### ***Nomination-based awards:***

- > Honorary Fellowship
- > Distinguished Fellowship
- > President's Service Medal
- > Community Service Medal

***Achievement awards:***

- > Humphrey Rainey Prize for Excellence
- > Dr Amjad Hamid Memorial Medal

***Invitation awards:***

- > Peter Anyon Medal
- > Eric Elder Memorial Medal
- > Orator's Gold Medal

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## 4. Duties and responsibilities

The Committee is responsible for ensuring that those nominated for receipt of College awards satisfy the criteria of the award for which they have been nominated, including the relevant College Rules.

The Committee shall adhere to the nomination procedures for College awards as set out in Section 5 of these Terms of Reference.

The Committee members acknowledge that they are privy to confidential and sensitive information and deliberations and shall not make public comments regarding the awards, the outcomes and decisions of the Committee or the deliberations of the Committee.

### 4.1 Composition and size

The membership of the Committee shall include the current:

- a. President
- b. Censor-in-Chief
- c. Chair of the National Advisory Council
- d. Chair of Te Akoranga a Māui Executive
- e. Chief Executive.

### 4.2 Tenure and method of appointment

All members shall serve on the Committee in their respective capacity until such time as their term of tenure in their role has ceased.

### 4.3 Meetings

The Committee will meet annually (typically via tele- or videoconference). The meeting shall be supported by the Awards Secretariat and the proceedings of the meeting recorded as minutes.

### 4.4 Quorum

A quorum for a Committee meeting will be the President and three other Committee members.

### 4.5 Chair

The President of the College acts as the Chair of the Committee.

#### 4.6 Timelines/outputs

The Committee will make its final report to the Board, containing recommendations, in sufficient time for the awards to be presented at the College's annual Fellowship and Awards Ceremony.

#### 4.7 Conflicts of interest

Any member of the Committee who has a conflict of interest must notify the Chair upon becoming aware of that conflict, and any conflicted Committee member is required to be absent from discussion, abstain from outside discussion and voting in respect of any instances where they, a family member or close associate/friend, a registrar in training under their supervision or employed in their workplace, or a practice in which they work or hold a financial interest are recommended as an award recipient.

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## 5. Awards

All the awards in this Terms of Reference are awarded at the discretion of the Board and in accordance with the College Rules.

All criteria for making awards and all processes for nominations are determined by the Board. The criteria and procedures for the making of nominations for an award will be included on the College website.

All information provided by nominators must be clearly written or inserted electronically on the nomination form available on the College website. It is highly recommended that nominators do not discuss their nomination with the intended nominee. Please refer to Section 6 of these Terms of Reference for more detailed information regarding nominations.

The College may provide guidance upon request to those who wish to make nominations. Visit the website for nomination forms and instructions and email [awards@rnzcgp.org.nz](mailto:awards@rnzcgp.org.nz).

### 5.1 Honorary Fellowship

In accordance with Clause 12.5 of the College Rules (2019), the terms of the award of Honorary Fellowship are that:

#### *12.5 Honorary Fellows*

- a) *The Board may grant the status of Honorary Fellow to a person of distinction, who is not qualified to become a Fellow, and who, whether or not he or she is medically qualified, has made an outstanding contribution to:
  - i. the College's affairs;
  - ii. the College's Charitable Purpose; or
  - iii. improving general practice and/or rural hospital medicine.*
- b) *An Honorary Fellow who is a College member at the time he or she is made an Honorary Fellow keeps all the rights and privileges of his or her class of membership.*

- c) *An Honorary Fellow who is not a College member when he or she is made an Honorary Fellow may attend and speak at any general meeting of the College but may not vote or hold elected office.*
- d) *An Honorary Fellow is not liable to pay annual dues or levies.*
- e) *Any College member may nominate a person for Honorary Fellowship.*

All nominations must contain a completed nomination form, together with descriptive evidence of the nominee's worthiness for the award.

An Honorary Fellowship is in the form of a certificate presented by the President during the College's annual Fellowship and Awards Ceremony.

An Honorary Fellow shall be entitled to wear the academic dress prescribed for Fellows, to receive all general notices sent out by the College, and to attend any general meetings of the College.

## 5.2 Distinguished Fellowship

In accordance with Clause 12.5 of the College Rules (2019) the terms of the award of Distinguished Fellowship are that:

### 12.4 Distinguished Fellows

- a) *The Board may grant the status of "Distinguished Fellow" to any Fellow who:
 
  - i. *is a Fellow in Professional and Financial Good Standing;*
  - ii. *has been a Fellow for at least five years;*
  - iii. *has provided outstanding service, either to the science or practice of medicine, or to the College's Charitable Purpose;*
  - iv. *is a person to whom the College motto "cum scientia caritas" is particularly appropriate; and*
  - v. *who accepts nomination as a Distinguished Fellow.**
- b) *When the Board considers awarding the status of Distinguished Fellow, the Board may take into account the candidate's service to any organisation that directly or indirectly benefits general practice, rural hospital medicine, medicine as a whole, or the health and welfare of the community.*
- c) *A Distinguished Fellow may use the designation "Distinguished Fellow of The Royal New Zealand College of General Practitioners" or use the abbreviation "FRNZCGP (Dist)" after his or her name.*
- d) *A Distinguished Fellow is liable to pay annual dues as a Fellow and has the duties, rights, and privileges of his or her class of membership*
- e) *Distinguished Fellowship may be awarded posthumously, in which case rules 12.4(a)(i) and (v) and 12.4(d) do not apply.*
- f) *Any current Distinguished Fellow or Fellow of the College may nominate a Fellow for Distinguished Fellowship.*

A maximum of five Distinguished Fellowships will be conferred each year.

All nominations must contain a completed nomination form, together with descriptive evidence of the nominee's worthiness for the award.

A Distinguished Fellowship is in the form of a certificate and lapel badge featuring the College logo presented by the President during the College's annual Fellowship and Awards Ceremony.

Distinguished Fellows are entitled to wear regalia in line with College Rule 3.2 (currently a red ribbon attached to the silk Taniko sash of the Fellowship gown).

### 5.3 President's Service Medal

The President's Service Medal is awarded to persons who have made an extensive contribution in terms of service to the College, beyond which that which would be routinely be expected in their role. The terms of the award of President's Service Medal are that:

- › Nominations will be accepted from College members as well as non-members.
- › Non-members and College members are eligible for this award.

This award will be judged on the following criteria:

- a. Contribution to the wider activities of the College.
- b. Length of service or the measurable positive outcomes related to service.
- c. Role model as a College representative, leader, or employee.

A maximum of five President's Service Awards will be conferred each year.

All nominations must contain a completed nomination form, together with descriptive evidence of the nominee's worthiness for the award.

A President's Service Award is in the form of a certificate and a copper medal featuring the College logo presented by the President during the College's annual Fellowship and Awards Ceremony.

### 5.4 Community Service Medal

The Community Service Medal is awarded to College members who have made an outstanding contribution to general practice or rural hospital medicine through work within their own community. The terms of the award of Community Service Medal are that:

- › Nominations will be accepted from College members as well as non-members.
- › All members who are in financial good standing with the College are eligible for this award.

This award will be judged on the following criteria:

- a. Substantial contribution to a community's health and wellbeing.
- b. Tangible or measurable health improvements arising as a result of the nominee's work.

A maximum of five Community Service Awards will be conferred each year.

All nominations must contain a completed nomination form, together with descriptive evidence of the nominee's worthiness for the award.

A Community Service Medal is in the form of a certificate and a copper medal featuring the College logo presented by the President during the College's annual Fellowship and Awards Ceremony.

### 5.5 Humphrey Rainey Prize for Excellence

Dr Humphrey Rainey was a Wellington-based doctor who founded one of the early purpose-built general practice rooms and played an important role in the development of GP education in New Zealand. The terms of the Humphrey Rainey Prize for Excellence are that:

- › It is awarded to the top candidate overall across the College's General Practice Education Programme (GPEP) Clinical and Written Examination.

The College confirms and notifies the winner. Just one prize is awarded each year.

The Humphrey Rainey Prize for Excellence is in the form of a certificate and medal presented by the President during the College's annual Fellowship and Awards Ceremony.

### 5.6 Dr Amjad Hamid Memorial Medal

The Dr Amjad Hamid Memorial Medal was introduced in 2019 following the death of Dr Hamid in the 15 March 2019 Christchurch terror attack. Dr Hamid was a heart doctor, rural hospital consultant and a Fellow of the Division of Rural Hospital Medicine. The terms of the award are that:

- › The award is given annually to the student who achieves top marks in the Otago University Cardiorespiratory Medicine in Rural Hospitals (GENA 728) paper.

Just one Dr Amjad Hamid Memorial Medal is conferred each year.

The Dr Amjad Hamid Memorial Medal is in the form of a certificate and medal presented by the President during the College's annual Fellowship and Awards Ceremony.

### 5.7 Peter Anyon Medal

Dr Peter Anyon retired in 1995 after making a significant contribution to the College's vocational education programme. He was one of the instigators of a registrar scheme in the Hutt Valley in 1974 and the first regional director of the Wellington region. The terms of the award are that:

- › The College Chief Executive, upon receiving recommendations from the Lead Medical Educators, invites a General Practice Education Programme year two registrar (GPEP2) to deliver a presentation during the College's annual conference.

The Peter Anyon Medal is in the form of a certificate and a medal with an imprint of Peter Anyon presented by the President during the College's annual conference.

### 5.8 Eric Elder Memorial Medal

Dr Eric Elder worked as a GP in Tuatapere, Southland, for close to 60 years. He is regarded as the grandfather of vocational training for general practice in New Zealand. The terms of the award are that:

- The College Chief Executive, upon receiving recommendations from the Conference Programme Committee, invites a College Fellow (typically a rural GP) to deliver a presentation during the College's annual conference.

The award is in the form of a medal presented by the President following the oration at the Fellowship and Awards Ceremony.

### 5.9 Orator's Gold Medal

The College Chief Executive, upon receiving recommendations from the Conference Programme Committee, invites a College Fellow to deliver a presentation during the College's annual Fellowship and Awards Ceremony.

The award is in the form of a medal presented by the President following the oration at the Fellowship and Awards Ceremony.

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## 6. Procedures

- 6.1 A notice calling for nominations for College awards shall be publicised through College communication channels to all members.
- 6.2 Information on the nomination process, selection criteria and all relevant nomination forms will be uploaded to the College website on the date the nomination period shall open.
- 6.3 All nominations shall be submitted in confidence to the Committee. It is highly recommended that nominators do not discuss their nomination with the intended nominee/s. A separate nomination form must be completed for each nominee.

Supporting documentation for the nomination shall contain biographical details of the nominee, achievements, offices held, awards, memberships, and a minimum of two letters of recommendation/endorsement etc.

All nominations for College awards must be received by the Awards Secretariat by 11:59pm on the closing date. Any nominations received after the specified date or received with incomplete documentation will not be considered.

All nominations received by the Committee will be considered prior to its adjudicating meeting and initially scored separately by each Committee member out of session, using a standard scoring template to be provided by the Awards Secretariat. Scores will be provided by each Committee member to the Awards Secretariat who will collate the scores and provide a ranking of nominations for each award category. Once all scoring sheets have been completed and received by the Awards Secretariat, only then will the Committee meet. At the ensuing meeting, the highest scoring nominees (shortlist) for each award will be considered and discussed.

- 6.4 Following the Committee's assessment of the shortlisted nominees and its selections, the names of the recommended recipients will be presented to the Board for decision.
- 6.5 On conclusion of the Board meeting, a letter of confirmation/congratulations from the President will be forwarded to the recipient within five (5) business days.
- 6.6 The Awards Secretariat will liaise with the organiser of the annual Fellowship and Awards ceremony to plan for the presentation ceremony.
- 6.7 One nominator for each award recipient may be required to provide a citation of 200 words to be read at the presentation of the award. These citations will be forwarded to the Awards Secretariat who will forward these to the organiser of the award ceremony.
- 6.8 The Awards Secretariat will record the name and date of the award in the iMIS database system for each award recipient and maintain an accurate database of all award recipients and the reason for the award.
- 6.9 The College Communications and Events Team will arrange appropriate announcements, profiles and media statements to be released alongside the presentation of the award.
- 6.10 The Communications and Events Team will update the College website with the relevant information required for nominators and nominees prior to the nomination period opening, during the nomination period and immediately following the close of the nomination period. This update includes the inclusion of all award winners on the Award winners web page.
- 6.12 The Awards Secretariat shall not provide the details of the nominators to award winners unless prior approval to do so is granted by the nominators.
- 6.13 These terms of reference will be publicly available on the College website and will undergo an annual review.