

Title: Nomination and award of Honorary Membership

Document Number: OD247

Version 6

1.0 Background

The award for an honorary membership entitles the recipient to life-long membership of the Society at no cost to the individual. This level of membership is equivalent to a full member.

2.0 Purpose

Honorary membership is awarded to an individual who, in the opinion of the IPS Honours Committee, meets the criteria to be honoured with this prestigious category of membership

Criteria

- The person is a current member of the Society
- Has carried out a significant role/roles on a voluntary basis for the benefit of the whole membership
- Made a significant contribution to furthering the aims and goals of the Society
- Has furthered the aims and goals of the organisation through significant input to national groups and committees on behalf of the Society over the course of their career.

3.0 Scope

Any member of the Society may nominate an individual for the award who meets the criteria as laid out above.

4.0 Responsibilities

The nominator is responsible for submitting a nomination to the Honorary Secretary throughout the year via the online submission system. Any nominations received

after the deadline (Dates may vary but will be shared each year) will be submitted for the next sitting of the honours committee.

The Honours committee are responsible for approving the award, then notifying the Honorary secretary and IPS PA.

The IPS PA is responsible for notifying the nominating individual/branch/committee if approved, this process is inline with each individual SOP.

The IPS PA on behalf of the President is responsible for notifying the nominee if approved and inviting the individual to attend one day of conference and receive their award, usually at the annual conference gala dinner

The Honorary Treasurer is responsible for ensuring that travel to the conference venue, accommodation (if appropriate), one days complimentary conference registration and gala dinner ticket are funded for the nominee through central funds in line with the expenses standard operating procedure.

5.0 Procedure

The nominating individual, branch or committee will complete the Honorary membership nomination form and submit to the Honorary Secretary.

The Honours Committee will review nominations and to approve/reject.

The IPSPA informs the nominator of acceptance of award

The IPS PA on behalf of the President informs nominee of award and invites nominee to receive award, usually at annual conference.

The IPS PA on behalf of the Honorary Treasurer must inform the conference organiser of requirement for one days complimentary conference registration, gala dinner ticket and accommodation for nominee, if appropriate.

6.0 References

IPS Articles of Association
SF287 IPS Honorary Membership Online Nomination Form
OD243 SOP IPS Expenses
OD2205 Honours Committee SOP