

# Standard Operating Procedure

## Nomination and Award of IPS Honorary Membership

### 1 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 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 IPS membership
- Made a significant contribution\* to furthering the goals of the Society
  - **Support:** Support our members to deliver the highest quality and safest care
  - **Improve:** Improve evidence-based IPC practice, surveillance and care in all health and care settings
  - **Engage:** Ensure equity of access and support for a diverse and multidisciplinary workforce in all health and care settings
  - **Impact:** Influence and shape IPC education and policy

\* It is expected that the nominator can describe the nominee's contribution to at least two of the goals. Their contribution should be described as fully as possible (a minimum of 350 words) to aid the Honours Committee in their task in judging. You can include feedback from other colleagues to support the application.

### 3 Scope

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

### 4 Responsibilities

The nominator is responsible for submitting a nomination providing as much information as possible via the online nomination form by the deadline set each year.

The Honours committee are responsible for approving the award, then notifying the IPS staff team. In the event of an unsuccessful nomination, the Honours Committee will provide some information to the IPS staff team suitable for feedback to the nominator.

The IPS staff team are responsible for notifying the nominating individual / branch / committee if approved.

The IPS staff team are responsible for notifying the nominee if approved and inviting the individual to attend one day of conference to receive their award.

The IPS staff team is responsible for ensuring that the recipient receives one day's complimentary conference registration. Where a recipient is already known to be attending conference, IPS will not reimburse the cost of conference registration.

### **Procedure**

The nominating individual, branch or committee will complete the Honorary membership nomination form providing as much information as possible and submit via the online portal.

The Honours Committee will review nominations to approve / reject the award

The IPS staff team informs the nominator of acceptance of the award

The IPS staff team informs the nominee of the award and invites the nominee to receive the award, usually at annual conference.

The IPS staff team must inform the conference organiser of requirement for one days complimentary conference registration.

### **5 References**

IPS Articles of Association

IPS Honorary Membership Online Nomination Form

Honours Committee SOP