



SCHOLARSHIP COMMITTEE

CONSTITUTION AND TERMS OF REFERENCE

1. CONSTITUTION

- 1.1. The Council ("Council") of the Royal College of Physicians and Surgeons of Glasgow ("Royal College") has resolved to adopt this Constitution to regulate the function and define the responsibilities of the Scholarship Committee ("Committee") of the Royal College.
- 1.2. The Committee is charged to make recommendations, which must be authorised by the Executive Board.

2. MEMBERSHIP

- 2.1. The members of the Committee shall be appointed by the Executive Board.
- 2.2. The President, 1 Vice President (Medical), 1 Vice President (Surgical) and the Honorary Secretary shall attend *ex officio*.
- 2.3. There shall be a maximum of fourteen members of the Committee, including at least one Trainee and one Lay Advisory Board representative, as well as those attending *ex officio*.
- 2.4. Four members must be present to form a quorum, of whom two must be Council / *ex officio* members.
- 2.5. The Chief Executive Officer and Director of Membership & Engagement, will be invited to attend meetings of the Committee.

3. DURATION OF APPOINTMENTS

- 3.1. Appointments to the Committee, other than *ex officio* members, shall normally be made for an initial term of three years but may be extended to one further term of three years by mutual agreement.

4. CHAIR

- 4.1. The Chair of the Committee shall be appointed or removed by the Executive Board and shall be required to attend all Committee meetings and answer questions on the Committee's activities and matters within its terms of reference.

5. MEETINGS

- 5.1. Meetings of the Committee shall be held three times a year, or as often as is considered necessary, and will be convened by the Chair.
- 5.2. Meetings shall be held at such time and in such place as may be specified in the notice convening the meeting.
- 5.3. A member may participate in a meeting of the Committee by way of conference telephone and/or video.
- 5.4. Notices of all meetings of the Committee, together with an agenda of the matters to be discussed and any relevant papers, shall be served on all Committee members at least 14 days before the date of the next meeting.
- 5.5. The Chief Executive Officer and Director of Membership & Engagement, or a member of staff nominated by him/her, shall attend all meetings of the Committee.



- 5.6. Minutes of all meetings will be recorded by a member of the Membership Support team.

6. TERMS OF REFERENCE

The main role and responsibilities of the committee shall be to: -

- 6.1. Oversee and review all scholarships and awards administered by the Royal College, including the Ethicon Foundation Travelling Fellowship Fund and the Lachlan McNeill Scholarship in Ophthalmology, but with the exception of the Dental awards.
- 6.2. Review and update where appropriate the eligibility criteria for each award.
- 6.3. Review and score all applications received for each award.
- 6.4. Conduct applicant interviews, as required, for specific awards e.g. Medical Electives.
- 6.5. Select successful applicants and decide level of funding to be awarded.
- 6.6. Review reports from all award recipients.
- 6.7. Authorise payments and approve payment schedules for successful applicants
- 6.8. Monitor the financial position and available funding for each award.
- 6.9. Ensure information on all awards and grants is publicised on the College website and other relevant media.
- 6.10. Liaise with third parties e.g. Glasgow University, European School for Internal Medicine with regard to specific awards and scholarships.

7. REPORTING

- 7.1. The minutes of all Committee meetings will be reported to Council.

8. AUTHORITY AND RESOURCES

- 8.1. The Committee is duly authorised by the Executive Board to review any activity within its terms of reference.
- 8.2. The Committee will be supported and administered by staff from the Membership Support team.

9. AMENDMENT

- 9.1. This Constitution may only be amended by a resolution of the Executive Board.