The Society’s Medals and Awards celebrate achievement and success across the breadth and diversity of work in Geography. The responsibilities of the Medals and Awards Sub-Committee are to ensure that nominations are eligible for consideration and to recommend recipients on an annual basis for approval by Council.

**Membership**

The Sub-Committee is chaired by the President, or by a Vice President nominated by the President.

Membership of the Sub-Committee consists of the Society’s three Honorary Secretaries and three external members, ensuring representation of human and physical academic geographers and from the Society’s professional, educational and/or expedition communities. The Sub-Committee proposes a fourth external member who has a background in physical, particularly environmental, geography is added to the sub-committee membership going forward (from 2021) to aid the representation of physical geography in the medals and awards.

Members are approved by Council to serve a three-year term. The Director attends the meetings and participates in an advisory capacity. Meetings of the Sub-Committee are organised by the Director’s Office.

**Frequency of meetings**

The Sub-Committee meets annually in March. If approved to do so by Council, there is provision for the Sub-Committee to hold an extraordinary meeting at a different time of year should the Society be in receipt of a new award that is outside the usual cycle. Council can co-opt up to two additional members with specific expertise if appropriate to do so to assess nominations for new Awards outside the usual cycle.

**Quorum**

The Sub-Committee shall be quorate when 50% of its members are present, in person or through teleconferencing.

**Decision-making**

Decision-making shall be by consensus as far as possible. If a vote is required, each member shall have one vote and the Chair shall have the casting vote.
Duties

The duties of the Sub-Committee shall be:

**To have oversight over the Society’s Medals and Awards and the nomination process**

- By providing strategic guidance to Council on any new areas for Medals and Awards
- By proposing to Council any recommendations for changes to the descriptors for Medals and Awards (within the terms of any relevant endowments) and/or to the nomination form
- By ensuring that the deadline for nominations is at least six weeks before the Sub-Committee meeting and that nominations are circulated at least two weeks before the Sub-Committee meeting
- By ensuring that nominations are made by members and Fellows of the Society (including staff Fellows at the Society, with the exception of Sub-Committee members, including the Director)
- By ensuring that no late nominations are accepted after the paperwork for the Sub-Committee meeting has been circulated.

**To review nominations for Medals and Awards**

- By reviewing nominations across all categories of Medals and Awards at the Sub-Committee meeting
- By considering nominations across the breadth and diversity of geography
- By adhering to the Society’s commitment to equality, diversity and inclusion in the assessment of nominations
- By agreeing the recipients of Medals and Awards to be recommended to Council.

**To recommend the recipients of Medals and Awards to Council**

- By submitting the list of recipients to the April meeting of Council to ensure that Medals and Awards can normally be presented at the Society’s Annual General Meeting in June.

**Terms of this Authority**

- This paper is approved by the Council for a period of three years after which it will automatically lapse unless renewed by the Council.
- In any event, the Council may, by ordinary resolution, revoke or amend this authority as it deems fit.