BMA AWARDS AND HONOURS

BMA honours are awarded in recognition of a member’s distinguished and notable service to the Association at any level, not only to those holding high profile offices. The awards exist to recognise those who have contributed at local, regional or national level, focussing on commitment and achievement, not only time served or office held.

Awards and honours are considered by the awards and honours subcommittee of the organisation committee. This information outlines the awards, how to apply and the criteria for nominations.

The deadline for receipt of nominations together with four references (NB: the Gold Medal and Honorary Vice-Presidency requires three references) is 9 December 2016. No exceptions will be made. Please note that one statement signed by four members will not be counted as ‘four references’. It is the responsibility of the nominator to arrange and submit the nomination and completed references to the secretariat. Self-nominations will not be accepted and it is imperative that all nominations are kept strictly confidential (particularly from the nominee).

Completed nominations and requests for further information should be submitted to Pauline Button (pbutton@bma.org.uk). Further information and nomination forms are also available from the BMA website: https://bma.org.uk/bmahonours

AWARDS FOR MEMBERS OF THE ASSOCIATION
(bye-laws 114 - 118 refer)

The BMA may award the following honours:

1. **Association Medal**

   The Association Medal is awarded to such members who have given outstanding and sustained national service to the Association in two or more constituencies, one of which should be national, *(Bye-law 116)*. For example, this could be someone who has been a member and/or office bearer of a committee representing doctors in their line of practice (GP, consultant, junior doctor, specialty doctor etc), and a member of a national, or of UK council, or a combination of committees or activities serving not simply their colleagues but the medical profession more widely.

2. **Fellowship of the Association**

   A Fellowship is awarded to members whose services in the interests of the Association and of the profession have been distinguished and notable and merit special recognition, *(Bye-law 117)*. A Fellowship is often awarded to those who have made sustained contributions at a local level. Those receiving a Fellowship are often the otherwise “unsung heroes” amongst BMA members who have consistently, over many years, worked on local committees (e.g. LMCs, LNCs, divisions, regional councils). The Fellowship recognises those who would potentially not be eligible for the Association Medal, but their contribution is no less important than those achieving merit nationally.

3. **Distinguished Service Award (staff / lay members)**

   The Distinguished Service Award may be awarded in recognition of distinguished, outstanding, and exceptional services to the Association by non-medical personnel *(not a long service award)*, *(Bye-law 118)*.
Although this is generally an award for staff members, non-doctors who are not directly employed by the BMA but who have nonetheless made exceptional contributions to the work of the BMA are also eligible.

There are two further BMA awards conferred:

4. **Gold Medal**

The Gold Medal may be awarded to any person or persons who shall have conspicuously raised the character of the medical profession by scientific work, by extraordinary professional services, or by special services rendered to the British Medical Association, *(Bye-law 114 and standing order of council)*.

The Gold Medal may be awarded to those previously in receipt of other BMA awards, who have gone on to give further truly exceptional service to members, the Association and the profession, but it also exists to recognise other outstanding individuals in the medical profession or contributing to medicine more widely.

5. **Honorary Vice-Presidency**

An Honorary Vice-Presidency may be awarded to any member for extraordinary and outstanding service to the Association, *(Bye-law 49 and 115)*.

In practice it is usually awarded to those who have held chief officer positions (although it is not confined to those positions) and who otherwise may not have been recognised by one of the other awards.
THE PROCESS FOR AWARDS AND HONOURS – FAQs

Who can submit a nomination?

The criteria for awards, nomination forms and guidance notes for nominations are advertised by the council secretariat to division secretaries in a D-circular issued in September, in BMA on-line news, posted to branch of practice and national council listservers, and this information is also available on the website, on the BMA awards and honours webpage. All aspects of a nomination should be treated as strictly confidential and information about it kept from the nominee.

When should nominations be submitted?

Nominations together with the submission of four completed references must be made by the published deadline each year in which the award is to be conferred. The nominations will be considered by the awards and honours subcommittee of the organisation committee and the chair of the organisation committee will then make recommendations to the March council meeting. It is recommended that nominations, together with the four references are submitted as soon as possible but before the deadline of 9 December 2016. Incomplete and / or late nomination forms will not be accepted.

To whom should nominations be submitted?

Nomination forms, together with the minimum four references, should be sent electronically ('Word' documents) to Pauline Button, council secretariat (pbutton@bma.org.uk) who will then submit them to the awards and honours subcommittee of the organisation committee for their consideration. Any further queries regarding the awards and honours subcommittee and the awards process can be directed to the secretary of the subcommittee, Lizzy Dijeh, council secretariat (ldijeh@bma.org.uk).

What sort of information should be included in nominations?

When making a nomination, please bear in mind the criteria for each award and ensure that the nominee’s experience and achievements are clearly outlined in the nomination. It is helpful to not only outline a nominee’s experience, but a timeline against each role performed, including what their achievements have been and when, (beyond serving on committees or holding a particular office) and especially what benefits their service has brought to members and the profession as a result. Where a number of individuals are making a nomination it may be useful to liaise with each other first before submitting any nomination documentation, and it is often helpful to enlist the assistance of a staff member in terms of details of BMA experience and roles fulfilled, particularly for those who have given lengthy periods of service for the purpose of accuracy and to strengthen the submission. (Some supporting statements have had a tendency to be statements of character rather than factual iterations of experience, commitment and achievement – in an effort to improve the quality of statements of support, nominators are encouraged to be as detailed as possible using the criteria for each award as a guide).

How to go about nominating someone for an award?

For eligibility to nominate, please see the detailed criteria listed for each award in this guidance (appendix). Nomination forms for the Fellowship, Association Medal and Distinguished Service Award can be found on the awards and honours webpage (normally between September – December). Nominators of the Gold Medal and Honorary Vice-Presidency are restricted to UK council members only (although the organisation committee can put forward a recommendation for an Honorary Vice-Presidency to council). The nomination forms for these awards are available on request from Pauline Button (pbutton@bma.org.uk).
It is important to note that self-nominations will not be accepted. Also, strict confidentiality during the nomination process is required – those being nominated should not be made aware of their nomination in any way or be involved in any capacity in the nomination process. Only if their nomination has been approved by council should nominees be informed of the outcome, (this will be done by council secretariat). Nominees who have been approved for a BMA award should not be informed of the type of award they are to receive until they have accepted the award.

The deadline for submitting nominations will be strictly enforced and no late submissions of any nature will be accepted or considered by the awards and honours subcommittee. If in doubt, please email Lizzy Dijeh (ldijeh@bma.org.uk) if you need advice.

**How are nominations judged?**

The awards and honours subcommittee of the organisation committee considers all completed nominations at its meeting in February each year, and judges them on merit against the criteria for each award – there is no limit on the number of awards given out. The decisions of the committee are then taken to UK council for approval.

**What happens when an award is made?**

Successful nominees are invited (along with a guest) to the installation of the President ceremony at the BMA’s annual representative meeting (followed by a dinner), normally held on the Tuesday evening at the ARM where successful nominees will be presented with the following:

- **Fellowship:** Fellow’s badge and scroll
- **Association Medal:** Medal and bound citation
- **Distinguished Service Award:** badge and scroll
- **Gold Medal:** Gold Medal and bound citation
- **Vice-Presidency:** badge and citation

**What feedback do I get if I’ve nominated someone and the nomination isn’t successful?**

In broad terms, the chair of the organisation committee will give written or verbal feedback to a nominator wishing feedback – bearing in mind that the detailed discussions of the awards and honours subcommittee are held in camera and feedback will reflect the consensus reached and won’t be attributable.

**What’s next for awards and honours?**

We plan to publicise successful recipients of awards more widely (e.g. features in BMA News) in order to better inform members the type of achievements that merit an award. We believe there are members and staff out there who deserve an award, but may not be nominated due to the unfamiliarity by many with the awards system. Changes to the nature and names of awards may be made in the future, but in the first instance we want to make the best use of the current system.

What about nominations for national honours?

A review of the national honours process is on-going and will be considered by the organisation committee in the 2016-17 session.
Please note:
All nominees should be considered with reference to the attached criteria for the relevant awards. The candidate should be carefully measured against the “essential” and “desirable” requirements of the award for which the nomination is being considered.

Appendix

Criteria for awards

**ASSOCIATION MEDAL**

The Association Medal is awarded to such members who have given outstanding and sustained national service to the Association in 2 or more constitutions, one of which should be national. **Nominations may be made by the following (in addition to a minimum of four references):** -

(a) the Scottish, Welsh or Northern Ireland councils, the standing committees, branch of practice committees in Scotland, Wales and Northern Ireland, regional councils, regional branch of practice committees and local medical committees
(b) the executive committee of any division, or
(c) any six voting members of the Association, or
(d) in the case of an overseas member, by any three overseas members, wherever reside).

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<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1) Duration of BMA</td>
<td>10 years uninterrupted membership</td>
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<tr>
<td>membership</td>
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<tr>
<td>2) Service to the</td>
<td>5 years</td>
<td>10 years</td>
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<tr>
<td>Association</td>
<td></td>
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<tr>
<td>3) Duration of office</td>
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<tr>
<td>4) Type of service</td>
<td>Outstanding and sustained service in two or more constituencies one of which must be national e.g. RB representative Member of UK or national council Member of branch of practice committees Member of Association committees Member of regional committees</td>
<td>Member of divisions Other BMA activity at a UK level not otherwise stated</td>
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<tr>
<td>5) Conspicuously raised the character of the profession by:</td>
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<tr>
<td>a) Achievement in medical and allied sciences AND/OR</td>
<td></td>
<td>Outstanding achievement in the advancement of scientific knowledge</td>
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<td>b) Achievement in delivery of healthcare AND/OR</td>
<td></td>
<td>Outstanding achievement in the advancement or delivery of healthcare</td>
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c) Standing as leader of profession AND/OR Notable leader of profession/branch of practice not necessarily as an office holder

d) Service to the profession Service rendered brought credit to the Association

FELLOWSHIP

A Fellowship is awarded to members whose services in the interests of the Association and of the profession have been distinguished, notable and merit special recognition. **Nominations for Fellowship may be made by the following (in addition to a minimum of four references):**

(a) the Scottish, Welsh or Northern Ireland councils, the standing committees, branch of practice committees in Scotland, Wales and Northern Ireland, regional councils, regional branch of practice committees and local medical committees

(b) the executive committee of any division, or

(c) any six voting members of the Association, or

(d) (in the case of an overseas member) by any three overseas members, wherever resident.

(The name of every member elected as a fellow of the Association shall be entered on a roll of fellows and the names of past presidents, vice presidents and gold medallists of the Association shall automatically be entered on the roll of fellows without election).

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<thead>
<tr>
<th>Essential/Desirable</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1) Duration of BMA membership</td>
<td>Essential</td>
</tr>
<tr>
<td>2) Service to the Association</td>
<td>Service as a whole</td>
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<tr>
<td>3) Duration of office</td>
<td>5 years in office (5 years in office’ relates to 5 years of activity, not necessarily 5 years as an office holder)</td>
</tr>
<tr>
<td>4) Type of service</td>
<td>Distinguished and notable</td>
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5) Conspicuously raised the character of the profession by:

a) Achievement in medical and allied sciences AND/OR Outstanding achievement in the advancement of scientific knowledge

b) Achievement in delivery of healthcare AND/OR Outstanding achievement in the advancement or delivery of healthcare
### Distinguished Service Award (staff / non-medical)

The Distinguished Service Award may be awarded in recognition of distinguished, outstanding and exceptional services to the Association by non-medical personal.

(a) Minimum of 10 years service
(b) Distinguished and notable service to the Association at any level, not only to those holding high profile positions - over and above role profile performance (not a long service award)

(c) Nominations by:
   i) A chair of a committee - should be endorsed by the head of the department
   Or;
   ii) A member of council - should be endorsed by the head of the department

A minimum of four references from BMA members, one of which can be from any of the above and one of which must be from the head of department or member of the BMA executive team (formerly SMG)

Only when the nominators are satisfied that the candidate meets all of the essential criteria of the award and the head of the department has endorsed the nominee, should the appropriate form be completed.

### Honorary Vice-Presidency

An Honorary Vice-President may be awarded to any member for extraordinary and outstanding service to the Association.

(a) Responsibility for recommendation to council on election to vice-presidency shall rest with the organisation committee;
(b) Such recommendations shall be discussed in strictest confidence and any firm recommendations of the organisation committee arising there from shall be put to the next meeting of the council and shall be received and debated in camera. In the meantime, no report shall be made to council or any other body by either committee;
(c) The Association shall have the power to award, on the decision of council, the honour those members or honorary members who by their services to the Association are, in the opinion of the council, worthy of election as vice-presidents;
(d) No special privilege shall attach to the office of Vice-President, and such office shall be held for life unless terminated by resignation or on elevation to the office of president or by a vote of the association in representative meeting assembled on a motion brought forward by the council.
(e) Nomination of the Honorary Vice-Presidency is restricted to UK council members and the nomination form for this award is available on request, (completed nomination forms require a minimum of three references).
<table>
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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Duration of BMA membership</td>
<td>10 years uninterrupted membership</td>
</tr>
<tr>
<td>Service to the association</td>
<td>10 years of outstanding service</td>
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<tr>
<td>Type of service</td>
<td>Extraordinary and outstanding to the Association</td>
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<tr>
<td>Conspicuously raised the character of the profession by:</td>
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<tr>
<td>a) Achievement in delivery of healthcare and/or</td>
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<tr>
<td>b) Standing as leader of profession and/or</td>
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<tr>
<td>c) Service to the profession</td>
<td>Service rendered brought credit to the Association</td>
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**GOLD MEDAL**

(a) Condition of award: The Gold Medal may be awarded to any person or persons who shall have conspicuously raised the character of the medical profession by scientific work, by extraordinary professional services, or by special services rendered to the British Medical Association.

(b) Proposal of award: any three members of the council may propose a name or names for the award of the medal, stating the grounds of their proposition.

(c) The award: The award of the medal shall be made by the council; but all recommendations for the award shall, in the first instance, be considered by the awards and honours subcommittee of the organisation committee before submission to the council. Recommendations to council shall only be made when the council is meeting in camera.

(d) No award shall take place unless at least two-thirds of the voting members of council present at the meeting when the decision is taken shall vote in favour of it. The vote shall be taken by ballot.

(e) Secrecy of discussion: members of council shall not divulge any proceedings relative to the award of the medal.

(f) Nominators of the Gold Medal are restricted to UK council members only and the nomination form for this award is available on request, (completed nomination forms require a minimum of three references).
profession by scientific work, extraordinary professional services or special services to the BMA

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<th>4) Conspicuously raised the character of the profession by: (minimum of two of the following):</th>
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<tr>
<td>a) Achievement in medical and allied sciences and/or</td>
<td>Outstanding achievement in the advancement of scientific knowledge</td>
</tr>
<tr>
<td>b) Achievement in delivery of healthcare and/or</td>
<td>Outstanding achievement in the advancement or delivery of healthcare</td>
</tr>
<tr>
<td>c) Leadership within the profession AND/OR</td>
<td>Of UK/International standing</td>
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<tr>
<td>d) Service to the profession</td>
<td>Outstanding or special service to the BMA at National/UK/International level</td>
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**if an individual has displayed truly outstanding achievement each case should be considered on merit. Traditionally it has not been essential for an individual to be a BMA member in order for the Gold Medal to be awarded.**

(Updated August 2016)