

● Nomination guidelines

●●● **Nominate your choice**

Any Fellow or member of the Society may nominate candidates for Medals and Awards. Candidates do not need to be Fellows or members of the Society.

The deadline for all nominations is 5.00pm on Monday 27 February 2017

A complete nomination consists of the following:

1. A completed nomination form. Please include membership numbers for the proposer and the two/three supporters.
2. A full CV of the nominee.
3. Two **or** three letters of support from Fellows/members (please see the *Guidelines* section below for more details). These should be sent independently of the main nomination form and CV by the supporters themselves.

All documents and letters should be sent to the Director's Office, **E:** director@rgs.org. Electronic submission is encouraged where possible.

Guidelines for submitting a nomination

- Self-nominations are not allowed.
- Nominations are particularly welcome from individuals that are not in the same department or institution as the nominee; in which case **two** letters of support from Fellows/members are required. These two letters of support can be from individuals from the same department or institution as the nominee.
- Nominations are also accepted from colleagues within the same department or institution as the nominee and require **three** letters of support from Fellows/members outside the institution.
- An individual Fellow/member may only nominate or support one nomination within each category of Medal and Award. (That is, a Fellow/member may not support two different nominations for the same award.)
- Any individual organisation would only in exceptional circumstances receive honours or awards for more than two of its individual staff or members in any one year.
- However, organisations are encouraged to nominate candidates from the breadth of the Medals and Awards, rather than simply focusing on the Gold and Victoria Medals.
- Members of the Medals and Awards Sub-Committee should not normally nominate recipients, or add their names in support of others' nominations.
- Members of staff and trustees of the Society (Council members) are not eligible to be considered for



medals and awards during their time of service.

- No correspondence or discussion as to why an individual was not given an award is entered into with either those nominated or the nominators.

Guidance for the content of the nomination

- Proposers and supporters are encouraged to submit statements that directly address how the nominee fits the remit of the Medal or Award they are being put forward for.

For example, the **Gold Medals** are the Society's highest accolade and are reserved for individuals of outstanding merit, either from academic or non-academic backgrounds. When making the case for the nominee, proposers should ensure that they consider the remit of the award, namely *'for the encouragement and promotion of geographical science and discovery'*. In particular, nominations should highlight, where relevant, a breadth of contribution that includes, for those being nominated as academics, both their scholarly contribution and their impact in wider spheres either in and/or beyond the academy.

Sub-Committee membership and meetings

Following the nomination deadline, the Medals and Awards sub-committee meet to consider all nominations.

- Sub-Committee membership, in line with the agreed principles, comprises the President, the Honorary Secretaries, the Honorary Treasurer, one external representative for each of human geography, physical geography and for scientific exploration. The Director is the only ex-officio member.
- The Sub-Committee membership is approved annually by Council in line with agreed principles on representation (above) on the Sub-Committee.
- The Sub-Committee meets once per year to consider the nominations for medals and awards. The President chairs the Sub-Committee.
- Members are required to leave the room when any nominees with whom they have personal or close professional links are being considered.
- Each nominee is considered on merit and in relation to the rubric for the medal/award for which they have been proposed. The Sub-Committee bases its decisions on the information submitted in the nomination process.
- The Sub-Committee reserves the right to seek additional views on a nominee or to consider a nominee for a different award than proposed if that is deemed more appropriate.
- The Sub-Committee may 'carry forward' nominations to subsequent years, if they are deemed to be of a high standard.
- The recommendations made by the Sub-Committee for each Medal/Award recipient are presented to the Society's Council of Trustees for final approval.