

## Governing Board Sub-Committee

### Terms of Reference

Cochrane’s Articles of Association provide the Governing Board with the power to appoint Board Sub-Committees, and to delegate to these Sub-Committees authority to undertake its duties or functions as required. Non- members of the Governing Board may be invited to participate accordance with the role and remit of the relevant Sub-Committee.

Sub-Committee	Membership and Awards Committee
<b>Purpose</b>	The Membership and Awards Committee is responsible for overseeing admission to Cochrane Membership and in particular for approving Lifetime and Emeritus Membership Awards.
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Catherine Marshall (Committee Chair), appointed January 2022</li> <li>• COUNCIL MEMBER (Council)</li> <li>• COUNCIL MEMBER (Council)</li> <li>• Jordi Pardo Pardo, appointed January 2022</li> <li>• Vanessa Piechotta, appointed January 2022</li> </ul> <p><i>Non-voting:</i></p> <ul style="list-style-type: none"> <li>• Head of Engagement, Learning &amp; Support</li> </ul>
<b>Remit</b>	<ol style="list-style-type: none"> <li><b>1. Overseeing admission to Cochrane Membership</b> <ul style="list-style-type: none"> <li>• This consists of reviewing an annual report of who has been admitted to Membership in the previous 12 months</li> </ul> </li> <li><b>2. Approving Lifetime and Emeritus Membership Awards</b> <ul style="list-style-type: none"> <li>• This is a decision-making role that consists of reviewing applications for people to be offered these awards on a regular basis</li> </ul> </li> </ol>
<b>Quorum</b>	Quorum will be a minimum of three voting members.
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• The Membership and Awards Committee will meet two to three times a year as long as there are decisions required but at least once a year as a minimum to review the annual membership report.</li> <li>• Members will be expected to participate fully in discussions and decisions to allow the committee to fulfill its role and responsibilities.</li> <li>• All decision will be voted on by a simple majority of those present. In the case of a tied vote, the Chair will have a casting vote.</li> </ul>
<b>Membership, Reporting and Assurance Arrangements</b>	<ul style="list-style-type: none"> <li>• Members are appointed by the Board and Council respectively.</li> <li>• The Committee shall be comprised of three Governing Board members and one to two Council members; the committee will be chaired by a Governing Board member.</li> <li>• The Head of Head of Engagement, Learning &amp; Support will be a non-voting member of the committee.</li> <li>• The committee, through its Chair, will provide annual written or verbal reports on its activities to the Governing Board.</li> </ul>

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<b>Secretary</b>	The Head of Engagement, Learning & Support will be responsible for ensuring notes are taken, so that all decisions are clearly logged and actions captured and monitored. Notes will be circulated to the committee within 10 working days of a meeting.
<b>Review</b>	These Terms of Reference will be reviewed annually. Any changes that are considered necessary will be recommended to the Governing Board for approval.
<b>First prepared</b>	13 May 2021
<b>Last updated</b>	February 2022
<b>Governing Board approved</b>	9 March 2022