Honorary Membership: Guidance Notes for Nominators

**Honorary Membership Awards:** Nomination form and guidance notes

**1. Eligible nominees**

Honorary Membership is the highest honour the BSACI can bestow, recognising exceptional contributions at an international level to the advancement of allergy & clinical immunology.

Honorary Membership is given to those who have never been a BSACI member. Nominees must be nominated by a BSACI member and cannot self-nominate.

If you would like to nominate an individual for Honorary Membership here are some guidance notes to help, make your nomination and for completing [the nomination form](#form) on page 4.

**2. Completing the nomination form**

To nominate an individual, you will need to fill in a [nomination form](#form). Once completed, email it to info@bsaci.org

***Case for nomination*** – please submit a maximum of 500 words outlining why you believe the nominee should be awarded Honorary Membership of BSACI using the evaluation below and returning this by the end of May.

**3. Confidentiality**

All the information provided about a nominee will be treated in the strictest confidence. If your nominee is successful, the BSACI will contact the nominee prior to using their profile for any news material.

**4. Evaluation criteria**

The Trustees will assess nominees using the below evaluation criteria whose work shows evidence of having made a significant or sustained contribution to the international field of allergy and clinical immunology by the following;

1. Contributions that have helped allergy and clinical immunology services achieve better outcomes for patients or staff.
2. A personal impact which differs from those of any team or organisation where their work and outputs go beyond those of any role they are employed in.
3. Exceptional contributions at international level influencing policy and practice.
4. Contributions to allergy and immunology which have directly impacted BSACI as a professional body in achieving its objectives or which have made a direct contribution to improving the working lives of professionals in allergy or clinical immunology related fields and their care of patients.

**5. Acknowledgement of nominations**

You will receive an email from info@bsaci.org to confirm that your nomination has been received.

**6. Changes to information submitted**

Once a nomination has been submitted you will not be able to make any further changes to the information.

**7. Successful nominations**

Honorary Members will be given a certificate signed by the BSACI President and will be added to the Honorary Members ‘Wall of Honour’. They will be granted free lifelong membership of the society. The names of those awarded Honorary membership (one per year) will be read out at the BSACI Annual Conference’ in the ‘Celebrating Excellent in Allergy Care & Research’ session.

**8. Feedback**

Unfortunately, we are unable to provide individual feedback on nominations.

**9. Diversity**

The BSACI is committed to working towards a workforce that reflects the diversity of society.

**10. Data**

Personal data provided on the nomination form may be held and processed by the BSACI. A summary of BSACI’s privacy policy is available [online](https://www.bsaci.org/privacy-policy/).

**11. Further enquiries**

If you have any questions about the Honorary Membership Awards, please contact us:

Telephone: 020 7501 3910

Email: info@bsaci.org

Nomination form

|  |  |
| --- | --- |
| **Name of Award** |  |
| **Nominator’s Name** |  |
| **Nominator’s Email** |  |
| **Nominator’s BSACI Membership no. (if known)** |  |
| **Nominee’s Name** |  |
| **Nominee’s Email** |  |

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| **Case for Nomination** |
| **Please outline in no more than 500 words, why you are nominating the person above.** Here you should evidence the unique and original contribution the nominee has made using the evaluation criteria.  |
| Signature *(electronic accepted)*  | Date: |

**Completed forms should be emailed directly to** **info@bsaci.org**