



CYMDEITHAS DDYSGEDIG CYMRU THE LEARNED SOCIETY OF WALES

Fellowship Committee (reviewed April 2025)

Terms of Reference

1. In accordance with the provisions of Royal Charter and its bye-laws (Bye-law 5 (5.4)), the Council has established a Fellowship Committee which shall consist of the persons following, namely:
 - i. Members *ex officio*:
Vice President, HASS (who shall be co-Chair)
Vice President, STEMM (who shall be co-Chair)
 - ii. Three members appointed by Council from among the Fellowship, to include at least one Fellow elected via ICAP
 - iii. Two members appointed by the Council from among the Council.
 - iv. Such other person or persons not exceeding two in number as the Committee may think fit to co-opt as members.
2. In the absence of both the Chairs, the Chairs shall collectively agree to appoint a member of the Committee who shall Chair the meeting.
3. The Quorum for meetings of the Committee shall be 4.
4. Appointed and co-opted members shall serve for a term of three years, or such shorter period as the appointing body may decide. They shall be eligible to serve for not more than two consecutive terms, following which a further period of three years shall elapse before any such member shall be eligible for re-appointment.
5. The Committee, when appointing members, shall be mindful of the Society's commitment to the Equality Act 2010 and its Equality, Diversity and Inclusion Plan.
6. Subject to the provisions of the Royal Charter and its bye-laws, the Fellowship Committee shall consider any matter relating to the nomination and election of Fellows to the Society and shall submit reports and recommendations thereon to the Council.
7. the Committee shall:

- Election and Nomination Process -
 - i. Oversee and review the nomination and election process for Fellows and Honorary Fellows, ensuring it is fit for purpose on an annual basis.
 - ii. Review and approve an annual timetable for Fellowship nominations and elections, ensuring alignment with the Society's regulations and the Council meetings timetable.

- iii. Review and amend, if necessary, the nomination forms and guidance for proposers and nominees, ensuring that any changes comply with Council-approved election criteria.
- iv. Oversee and monitor the feedback process for unsuccessful nominees, ensuring that constructive and consistent feedback is provided in line with the approved process.

- Scrutiny Committees –

- i. Regularly review and make recommendations for adjustments to the membership, structure, and process of Scrutiny Committees, ensuring they reflect the evolving needs of the Fellowship.
- ii. Ensure that all Scrutiny Committees follow consistent and transparent processes, regularly reviewing their operations and providing feedback as needed.
- iii. Advise the Vice-Presidents on the need for arbitration regarding disputes or issues arising in the work of the Scrutiny Committees.

- Equity, Diversity and Inclusion –

Supported by the Society's Staff, Cenhadon and EDI Working Group,

- i. Work to encourage a greater range and number of nominations across all scrutiny committees, based on the values of supporting inclusion and encouraging diversity.
- ii. Actively identify and seek out suitable candidates for nomination taking into consideration the balance of the Fellowship (for example, in terms of the Equality Act 2010, subject distribution and geographical distribution). This might involve for example, encouraging nominations in a particular under-represented or relevant area.
- iii. Define targets or outcome measures for the strategic equality plan to monitor the effectiveness of policies initiated to address diversity, by which future success may be measured and reviewed. (Targets may be amended subject to decisions of the Committee).
- iv. Work to deliver the LSW Equity, Diversity and Inclusion Action Plan.

- Engagement and Mobilisation -

- i. Work with the Cenhadon and others to mobilise and engage the Fellowship.

- Risk Management -

Manage the appropriate sections of the Risk Management Register.

- 8. The Committee shall ensure that the Council has adequate information to enable it to discharge its responsibilities.
- 9. The Committee shall exercise such delegated powers as may be granted to it by the Council, for such period and on such conditions as the Council may determine, in accordance with bye-law 5.
- 10. The Committee shall review these Terms of Reference on an annual basis.

Forward Business Plan

There are standard Items for each meeting:

- Chairs Introduction
- Minutes of the last meeting
- Action Tracker
- Update against the strategic delivery plan (reviewing the delivery and proposed actions against strategic priority 3 “A more diverse and engaged Fellowship”)
 - Increasing number and diversity of nominations
 - Election Cycle Update
- Meeting dates
- AOB

	Current – 2025/26
June	<ul style="list-style-type: none"> • Specific focus on increasing number and diversity of nominations. (Delivery Plan) • Scrutiny Committees – composition and appointment of Chairs, Vice-Chairs and members. • + any ad hoc items.
October	<ul style="list-style-type: none"> • (Paused for 2025/26) Review Honorary Fellows Certificate of recommendation for Council sign off. • 2026/27 Honorary Fellowship review. • Proposed Changes to the next Fellowship Election Cycle. • + any ad hoc items.
February	<ul style="list-style-type: none"> • Review of Election Cycle (nomination stats). • 2026/25 Honorary Fellowship review • Review the Committee’s Terms of Reference and schedule of delegated powers. • + any ad hoc items.
April	<ul style="list-style-type: none"> • Review of the previous election cycle. • Finalise Changes to the Nomination and Scrutiny processes. • Review the Committee’s Forward Business Plan. • Cenhadon Update. • + any ad hoc items.

Powers delegated to the Fellowship Committee:

- D.1 The power to approve and implement a timetable for Fellowship nominations and elections each year, subject to compliance with the relevant Society regulations and the Council meetings timetable.
- D.2 The power to amend the nomination forms and guidance issued to proposers/nominees, subject to Council’s approval of any changes to the election criteria/benchmarks.
- D.3 The power to set the agenda and content for Scrutiny Committee meetings, in order to ensure consistency of processes.
- D.4 The power to agree the process by which unsuccessful nominees may be given feedback.
- D.5 The power to approve the membership and structure of Scrutiny Committees, including the appointment of Chairs and members, the appointment of Independent Members, and the co-opting of additional members if required.
- D.6 The power to advise the Vice-Presidents if arbitration is required in connection with the work of the Scrutiny Committees.