

ARMA Awards Working Group

Terms of Reference

The Awards Working Group has been established by the Member Engagement Committee to oversee and deliver the annual ARMA Awards. The Group will lead the relaunch of the ARMA Awards, developing the award categories, criteria and guidelines, and processes for nominations and selection.

The Group will report progress and outcomes to the Member Engagement Committee, at the intervals specified below.

Scope of the Awards Working Group

The objective of this Working Group is to ensure that ARMA Awards are designed to appeal to all in the research management community and cover areas relevant to the profession. The awards will enable research management professionals to celebrate, congratulate and showcase the achievements of peers and share good practice.

To achieve this, the Group will:

- Establish the award categories, criteria for eligibility and selection and processes for nominations, shortlisting and selection
- Review nominations and manage the selection of candidates for shortlisting, maintaining objectivity and confidentiality throughout the process
- Select the award recipients and work closely with the Exec Office to announce the recipients at the Awards Ceremony
- Review the award categories, guidelines and processes annually, acting upon feedback received and ensuring the awards remain relevant, inclusive and accessible
- Work alongside and cooperate with other ARMA committees and working groups to ensure fairness, transparency and the integrity of the awards.

Authority

The Member Engagement Committee will specify what it would like the Group to achieve in relation to ARMA Awards, and associated delegated authority.

Membership

To deliver the objective/s, the Group will consist of the following members:

- Vanessa Cuthill and Kirsty Allen, members of the Member Engagement Committee, who will act as co-Chairs of the Working Group

- 5-10 ordinary members
- A SIG Champion
- Head of Membership Engagement

Additional support may be gathered from the Executive Office, and individuals may be co-opted as appropriate.

Members will be appointed on a 3-year basis (with the option of a second term), following an open call to ARMA members and an evaluation of the knowledge and areas of expertise required. Appointments will be phased to ensure a balance between continuity and change in membership.

Meetings arrangements

The Awards Working Group will meet every quarter, mostly virtually with the occasional in-person meeting.

Confidentiality

During the review of nominations, shortlisting and selection of award recipients, the Working Group may review sensitive information. This information should be treated as strictly confidential.

The working group must maintain confidentiality of the discussions and selection of the shortlist and award recipients.

Conflict of interest

The members of the Awards Working Group cannot make any nominations for ARMA Awards.

Current members of the Awards Working Group are eligible for nomination for ARMA Awards as part of a team, but are not eligible for individual awards.

Reporting

The Group will report to the Member Engagement Committee each quarter.

Review

Terms of Reference for all ARMA committees and working groups, and the effectiveness of each, will be reviewed on an annual basis. The date for the next review of this document and this Working Group will be January 2026.