



The CSP Charitable Trust
Registered Charity No. 1197247

Chartered Society of Physiotherapy Charitable Trust

Education Awards Panel Member

Role Description

The Education Awards Panel determines annual funding for a range of education and development activities for chartered, associate and student members.

Currently, the role of Panel Members is to make funding recommendations for the following:

- Academically Accredited Courses Award
- Conference and Presentation Award
- Education and Development Placements Award.

Applications for the Awards are submitted, evaluated and administered via the CSP's Learning Hub. Panel Members have responsibility for:

- Reviewing and scoring funding applications allocated to them (twice yearly)
- Providing feedback to all applications reviewed
- Attending Panel meetings at which decisions on award recommendations are made
- Contributing to Panel meetings through:
 - Supporting the Chair in maintaining the order of the agenda and keeping the meeting to order
 - Declaring any actual or potential conflicts of interest
 - Reviewing the agenda and any papers additional to the funding applications ahead of meetings
 - Engaging in discussion of items and decision making e.g. allocation of budget, review and development of existing and new awards
 - Attending all meetings of the committee or sending apologies if unable to attend
- Engaging in learning and development opportunities offered to maintain the quality of the evaluation process
- Contributing to the ongoing quality assurance and enhancement activities of the Panel's processes
- Supporting CSP Charitable Trust's governance processes through discussion and reporting of Panel activity.

The Panel's marking processes are designed to offer Panel Members flexibility to complete their reviews within a specified timeframe of one calendar month in March/April and September/October each year. Meetings are held in May and November each year. Successful applicants will be appointed for an initial term of four years, extendable for a further two years.