

## Events and Training Committee remit

Updated January 2024, July 2024

**Two meetings per year**

### Composition

Chair:

The Chair will be the Programme Secretary until March 2025 and thereafter, the Events and Training Officer of the Society for Endocrinology.

The Chair is a member of the Society for Endocrinology elected via application and membership ballot.

The Chair is, ex officio, a member of Council

Vacancies will be openly advertised to all Voting Members; If the number of applications exceeds the number of vacancies, an election is held within the membership. At the annual general meeting the name of the duly elected candidate is declared.

Deputy Chair:

The Chair may nominate a current Committee member to act as Deputy.

Elected members:

Up to 8 elected members, covering a range of membership categories. Recruited via application and committee ballot. To include:

- 4 full members
- 1 Early Career Events and Training Lead (Programme Committee)
- 1 Early Career Events and Training Lead (Clinical Committee)
- 1 Early Career Events and Training Lead (Science Committee)
- 1 Early Career Events and Training Lead (Nurse Committee)

- Ex officio members: Individual event representatives as required. To include:

- SfE BES
- Clinical Update
- Endocrine Nurse Update
- National Clinical Cases
- Thyroid Ultrasound
- National Training Scheme for the use of Radioiodine in Benign Thyroid Disease
- Emerging Research Leaders

Co-opted members:

- Society representative to the JRCPTB (SAC) Endocrinology and Diabetes (Chair or Vice-Chair)
- Up to 3 Awardees on the Leadership and Development Awards programme.
- In addition, the Chair may co-opt additional Society Members by invitation only for a limited period and for specific projects only, subject

to Council approval. The Chair may invite additional stakeholders if and when additional external expertise is required subject to Council approval.

Quorum: 4 elected members and 2 ex officio members

### **Duration of service**

Chair: Co-terminal with their period in the Officer Sub-Committee

Elected members: 3 years

Ex officio members: Co-terminal with period of office

Co-opted members: Duration of project (see above)

Career breaks: All members of the Committee will have the option to automatically extend their term to make up any time they have had away from the Committee due to a career break.

### **Reporting**

The Events and Training Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

### **Remit**

1. To oversee development of the Society's events and training portfolio, ensuring it aligns with the Society Strategy, is fit for purpose, up to date and meeting the evolving needs of members.
2. To make suggestions to Council for new training events, and, given Council's approval, to advise on working groups for event development.
3. To provide oversight to individual programme organising groups, to ensure training initiatives are co-ordinated, integrated where relevant, and delivered in the best format.
4. To advise on opportunities for sponsorship, other commercial partnerships, or delegate registration fees in line with the Society's financial strategy.
5. To advise on synergies and/or conflicts with Bioscientifica-owned events and other organisations' events.

### **Secretariat**

Careers and Engagement Officer

Society Development Manager

Events Manager/s may attend meetings

Director of Membership Engagement may attend meetings

Chief Executive may attend meetings

Partnership Manager may attend meetings

**Additional notes:**

- The Society is committed to equal opportunities and the promotion of diversity. The governance and business of this committee should follow the principles of the Society's Diversity policy
- Committee members should make every effort to attend all meetings/teleconferences. Attendance records will be kept and reviewed annually. Any committee member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances
- New committee members will be issued with a job description, remit of the committee together with the last three sets of meeting minutes
- All committee members need to be paid up members of the Society
- All papers and minutes must be treated in strictest confidence
- All committee members must act in the best interest of the Society. Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion
- Expenses cannot normally be claimed if a committee meeting is held adjacent to, during or on the same day as an SfE event. Ex officio members on this committee have full voting rights. Co-opted members shall not be entitled to vote
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council
- Wherever possible, retiring committee members should not stand for immediate re-election
- Committee membership should represent key areas of interest and geographical spread; the application form encourages members in under-represented areas to apply
- Vacancies are publicised to all Society members. If the number of applications exceeds the number of vacancies, a ballot is held within the committee.
- Committees should ensure they are meeting their remits and are monitoring effectiveness.
- Committees should define the skills they require from Committee members and strive for increased diversity to maximise effectiveness
- Positive action should be used to recruit underrepresented groups into shortlists (e.g. geography, member type, type of institution, particular skills)
- The Committee may convene time-bound sub-groups (known as 'working groups') to further investigate areas within the Committee's remit. Any such group will have separate, specific remits and will report directly to the Committee. Working groups are composed of members of the parent committee.