

## *The Endocrinologist* Editorial Board remit

(August 2024)

### **Composition**

Editor:	The role of Editor is by application and appointed by Council
Associate Editor:	The role of Associate Editor is appointed by Council
Editorial Board:	Composed of a minimum of three Members with a minimum of one clinician and one basic scientist.
Ex-Officio Members:	None
Co-opted members:	Two maximum, if required. The Editor may co-opt additional members for a limited period and for specific projects only, subject to Council approval.
Quorum:	Three full members

### **Duration of service**

Editor:	Normally two years (having previously served two years as Associate Editor)*
Associate Editor:	Normally two years with the option of serving an additional year (with the expectation to go on to serve a further two years in the role of Editor)*
Editorial Board:	Two years plus an extension of up to two years
Co-opted members:	For duration of project (see above)

*\*The decision to implement this optional year (or not) will be taken by mutual agreement between the Editor and Associate Editor*

### **Reporting**

*The Endocrinologist* Editorial Board reports to Council

### **Remit**

The Board's role is to oversee the development and publication of the Society's official magazine, *The Endocrinologist*. In particular, the following tasks:

1. To ensure the publication is in line with the Society's mission, strategy and values
2. To ensure the Society's activities are suitably represented and covered in each edition

3. To ensure the content of publication represents the interests of Society Members across the breadth of endocrinology
4. To develop ideas for future content and suggest potential authors.
5. To ensure that the views of the membership are adequately reflected on important matters
6. To contribute towards writing articles as required
7. Other tasks as they occur

### **Secretariat**

Managing Editor

Communications Executive

Head of Marketing and Communications (as required)

### **Additional notes:**

- The Society for Endocrinology is committed to inclusivity and diversity across all of its work. As part of this, we welcome applications from those groups who are currently underrepresented in endocrinology. The governance and business of this panel should follow the principles of the Society's Diversity policy
- Board members should make every effort to attend all meetings (four meetings per year). Attendance records will be kept and reviewed annually. Any Board member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances
- Each new Board member will be issued with a job description and remit of the Board
- All Board members need to be paid up members of the Society
- All Board members must act in the best interest of the Society for Endocrinology at all times
- 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
- The Editor should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council
- Board membership should represent key areas of interest and geographical spread; the nomination form should encourage members in under-represented areas to apply. It is important that the Board maintains a mixture of basic scientists, clinicians and nurses to reflect the breadth of members' interest
- Wherever possible, retiring Board members should not stand for immediate re-election in the same role