

## Corporate Liaison remit

Updated February 2018, June 2019, December 2021, July 2022, June 2023, July 2024

**Up to three meetings per year**

### Composition

Chair:	<p>The Chair is a member of the Society for Endocrinology elected via application and membership ballot.</p> <p>The Chair is, ex officio, a member of Council</p> <p>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.</p>
Deputy Chair:	<p>The Deputy Chair is nominated by the Corporate Liaison Committee and ratified by Council (normally a basic scientist, if the Chair is a clinician and <i>vice versa</i>).</p>
Elected members:	<p>Up to 10, covering a range of membership categories</p> <p>Recruited via application and committee ballot</p>
Ex officio members:	<ul style="list-style-type: none"><li>○ SfE Clinical Committee Representative</li><li>○ SfE Nurse Committee Representative</li><li>○ SfE Science Committee Representative</li></ul>
Co-opted members:	<p>Up to 3 Awardees on the Leadership and Development Awards programme</p> <p>In addition, the Chair of the Committee may co-opt up to 3 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.</p>
Quorum:	<p>Chair plus 4 elected members</p>

## Duration of service

Chair:	4 years. The first year of which shall be in a 'Chair-elect' capacity, during which they have full voting rights'.
Deputy Chair:	Co-terminal with period of office
Elected members:	4 years
Ex officio members:	Co-terminal with period of office
Co-opted members:	Duration of specific 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 Corporate Liaison Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

## Remit

1. To serve as a forum for two-way communication and advice between the Society for Endocrinology and industry (for example, the latest industry developments and drugs pipeline, regulatory issues, therapeutic development, research funding and projects and other endocrinology related issues)
2. To ensure transparent and appropriate relationships with industry via appropriate governance structures
3. To support the Society with the development of its industry partnerships, with specialist input into Corporate Supporter packages, and identifying other sponsorship opportunities, as required
4. To proactively seek new industry sponsors, acting as an initial point of contact for these new relationships, as appropriate
5. To help develop projects and collaborations to benefit Society Members
6. To provide a conduit between industry and the Society's Committees and Endocrine Networks, facilitating joint, mutually beneficial initiatives
7. To actively promote the importance of industry support and of mutually beneficial collaborations with the Society, to the wider membership and thus increase the levels of engagement

## Secretariat

Society Development Manager

Partnerships Manager

Director of Membership Engagement (as required)

Chief Executive (as required)

## **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 minutes three sets of meeting
- 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