

## Science Committee remit

Updated January 2009, January 2012, July 2014, December 2014, May 2015, May 2016, July 2016, June 2019, December 2021, June 2023, July 2024

Up to three meetings per year

### Composition

Chair:	<p>The Chair is a science 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 names of the duly elected candidates are declared.</p>
Elected members:	<p>Up to 12, to include representation from each of the Society's Endocrine Networks; either an Endocrine Network convenor or delegated deputy. The remainder to be recruited from the scientist membership via application and committee ballot</p>
Ex officio members:	<p>Early Career Events and Training Lead</p>
Co-opted members:	<p>Up to 3 Awardees on the Leadership and Development Awards programme</p> <p>In addition, the Chair 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>5 Elected members</p>

### Duration of service

Chair:	<p>4 years. The first year of which shall be in a 'Chair-elect' capacity, during which they have full voting rights.</p>
Elected members:	<p>4 years</p>
Ex officio members:	<p>Co-terminal with term of office</p>
Co-opted members:	<p>Duration of specific project</p>
Career breaks:	<p>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.</p>

## Reporting

The Science Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

## Remit

1. Supporting research in Endocrinology
  - (a) To assist the Society in its support of high-quality endocrinology research
  - (b) To work with the Networks and other Committees to identify opportunities for collaborative research in endocrinology
  
2. Career development, education and training
  - (a) To assist early career endocrinology researchers in their academic career development through a variety of educational and training mechanisms, by making recommendations to the Events & Training Committee
  - (b) To attract undergraduate students to the discipline
  - (c) To provide suggestions for scientific symposia and other conference sessions to the SfE Programme Committee including the secondment of a Programme Advisor to the SfE Programme Committee.
  
3. Outward facing educational activities
  - (a) To liaise with other learned societies when requested, for input into scientific meetings
  
4. Consultation on issues of public policy consultations. To play a leading role, overseen by Council, on the construction of the Society's response to issues of public policy that impact on, or may be informed by, endocrine science and the use of animals in research. In areas concerning the science of human health, this will be undertaken in partnership with the Clinical Committee
  
5. Nominations

To identify and put forward nominations for each of the Society's medals

## Secretariat

Society Development Manager

Director of Membership Engagement may attend meetings

Chief Executive 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. 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
- Each new committee member will be issued with a job description and 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
- 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.