

## Nominations Committee remit

Updated July 2020, December 2021, June 2023

**One meeting per year**

### Composition

Chair:	Normally the President
Elected members:	The immediate past President General Secretary Programme Secretary Chair of Clinical Committee Chair of Science Committee One member of Council Up to 3 members recruited via application and committee ballot
Co-opted members:	The Chair may co-opt additional members 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 committee members 2 staff members

### Duration of service

Chair:	Co-terminous with term of office as President
Elected members:	Officers, Clinical and Science Committee Chairperson, Council member: Co-terminous with term of office. Past President: 3 years
Elected members:	3 years
Co-opted members:	For duration of specific project (see above)

### Reporting

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

### Remit

1. To identify potential Society members to be put forward for nomination for UK Honours

2. To make nominations for other organisations' posts, prizes and awards where the Society holds membership, e.g. ESE and ISE. Such nominations to other organisations will only be made under exceptional circumstances

3. To consider the Society's awards, including:

*Medals*

- To actively seek nominations for medals from the membership and the committees and to make additional nominations
- To assess nominations and prepare a definitive list for approval by Council
- To review the medal awards and make recommendations for amendments to existing medal citations and for new awards where appropriate

*Nikki Kieffer Medal*

- To have oversight of the Nurse Committee's selection of the award winner prior to Council approval

*EC Prize Lectures*

- To review and select the lecturers from submitted abstracts

*Teaching Award and Outstanding Clinical Practitioner Award*

- To review and select the award winners from submitted applications/nominations

*CET Visiting Professor and Lecturer*

- To suggest names to the Clinical Committee

## **Secretariat**

Society Governance Manager

Chief Executive

Other Leadership/Management Tier members may be called upon as appropriate

## **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
- The membership database will be used to inform the committee of potential names for consideration for internal posts, awards and prizes. Unsuccessful nominations may be reconsidered at the next available opportunity
- The committee will seek input from members of the Society's Leadership Tier/Management Tier when considering potential nominations for Council and Committee Chairs

- Members of the committee should not be nominated for any internal awards or positions during their term of office
- Officers and Officers-elect should not be nominated for any medals during their term of office
- 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/an Honorary or Senior Member 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 be claimed if a committee meeting is held during or on the same day as an SfE event
- Members recruited via application and committee ballot may serve up to one additional term.
- 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 group.
- 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).

#### Skills set for committee members

Members should be experienced and have a good overview of the Society and the specialty; aspects of diversity of nominations will be considered in order to perform a major function of the committee, which is the selection of medallists and other award winners.