

## Grants Committee remit

Approved June 2023, updated August 2024

**Normally three meetings per year**

### Composition

**Chair:** 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 role of Deputy Chair is elected via application and selected by Council

**Elected members:** Up to 16 covering a range of membership categories.

Recruited via application and committee ballot

**Co-opted members:** The Chair may co-opt additional members for a limited period if additional expertise is required. The Chair may approve one early career member to shadow the Committee for developmental purposes.

**Quorum:** Chair plus 8 full members

### 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:** 3 years

**Elected members:** 3 years

**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 Grants Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

## Remit

1. To review and mark Society grant applications and award funds within the budgets and guidance set by Council.
2. To ensure that the application and selection process is fair, transparent, inclusive and based on merit.
3. To review the selection process annually, so that it can be evaluated and iterated going forward to ensure continual improvement. To report these findings to Council.
4. To review membership annually and advise on member turnover.

## Secretariat

Senior Membership Coordinator

Society Development 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