

Clinical Committee – revised January 2009

Three meetings per year

Composition

Chair:	The Chair is a clinical member of the Society for Endocrinology, normally a Council member, appointed by the Council of the Society
Full Members:	Up to twelve, recruited via member nomination and committee ballot, plus two SpRs recruited via member nomination and committee ballot
Ex officio Members:	Council representative Council education representative Science Committee representative Society representative to the JCHMT (SAC) Endocrinology and Diabetes Mellitus (Chair or Secretary) Two SpR members of the YE Steering Group One representative nominated by the RSM Section of Endocrinology and Diabetes One representative from ABCD/D-UK Senior Editor of <i>Clinical Endocrinology</i> Chair of Acromegaly Database Steering Group
Co-opted Members:	The Chair may co-opt additional members for a limited period and for specific projects only, subject to Council approval. Input may also be sought from patient support groups

Quorum: 5 Full members

Duration of service

Chair:	4 years
Full Members:	4 years
Ex officio Members:	Co-terminal with office
Co-opted Members:	Duration of specific project (see above)

Reporting

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

Remit

- 1 To respond and give opinions on matters in clinical endocrinology including ethical issues, and funding of high-cost therapies
- 2 To co-ordinate clinical representation and input to the SAC of the RCP and other committees
- 3 To develop links with patient support groups, and possibly foster the establishment of more endocrine patient support groups
- 4 To play a leading role in the development of guidelines for optimal management of endocrine disorders
- 5 To participate in the development and maintenance of audit in endocrinology from a national perspective
- 6 To take part in the evaluation of postgraduate education in endocrinology and continuing education need and to liaise with the Council's education representative as appropriate

- 7 To work with the Bristol office to ensure adequate representation of endocrinology to the media
- 8 To run a programme of clinical meetings, including case presentations and short papers
- 9 To raise funds from external sources for use by the Society to support basic and clinical activities
- 10 To oversee the administration of support for merit awards and letters of support for the development of members' careers
- 11 To provide input on scientific symposia and other conference sessions to the relevant programme committees, including those of the Society's BES meeting, including seeking additional input from other individuals as required.

Secretariat

Professional Affairs Officer

The Executive Director may attend meetings

Additional notes:

- 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.
- 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.
- Committee membership should represent key areas of interest and geographical spread; the nomination form should encourage members in under-represented areas to apply
- Wherever possible, retiring committee members should not stand for immediate re-election