

Nurse Committee – updated January 2009

Three meetings per year

Composition

Chair:	The Chair is a member of the Nurse Committee, elected via committee member nominations and committee ballot, ratified by Council
Full members:	Not less than 5 and not more than 9 members representing the following areas: Adult endocrinology; Paediatric endocrinology; Fertility; Diabetes; Research; Education; Surgery
Ex officio members:	One member of Council or Clinical Committee
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 be sought from the Royal College of Nursing
Quorum:	4 Full members

Duration of Service

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

Reporting

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

Remit

- 1 To provide a network for nurses to communicate on relevant issues
2. To advise the Council's education representative on an education programme for nurses.
3. To advise the Programme Committee on the inclusion of sessions for nurses at the Society's BES meeting
4. To play a leading role in developing guidelines for best nursing practice
5. To provide a source of expertise to colleagues and nurses new to the speciality

Secretariat

Society Services Support Officer

Society Projects Administrator

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.