The Endocrinologist Editorial Board remit
(approved June 2013, updated April 2014, July 2014)

Two meetings per year

Composition

**Editor:** The role of Editor is appointed by Council for a term of office of two years. The Editor must previously have first served two years as Associate Editor. The role of Editor is alternated between a member with predominantly clinical versus predominantly basic science interests.

**Associate Editor:** The role of Associate Editor is appointed by Council for a term of office of two years. The Associate Editor will then go on to perform the role of Editor for a further two years, except in exceptional circumstances. The role of Associate Editor is alternated between a member with predominantly clinical versus predominantly basic science interests.

**Editorial Board:** Composed of a minimum of four members with a minimum of one clinician and one basic scientist.

**Ex-Officio Members:** None

**Co-opted members:** Two maximum, if required. The Editor may co-opt additional members for a limited period and for specific projects only, subject to Council approval.

**Quorum:** Three Full members

Duration of service

**Editor:** Normally two years with the option of serving an additional year (having previously served as Associate Editor)*

**Associate Editor:** Normally two years with the option of serving an additional year (with the expectation to go on to serve in the role of Editor)*

**Editorial Board:** Two years plus a possible two year extension

**Co-opted members:** For duration of project (see above)

*The decision to implement this optional year (or not) will be taken by mutual agreement between the Editor and Associate Editor.

Reporting

The Endocrinologist Editorial Board reports to the Publications Committee of the Society for Endocrinology through the Editor of the Group.

Remit

The Board’s role is to oversee the development and publication of the Society’s official magazine, *The Endocrinologist.* In particular, the following tasks:

1. To ensure the publication is in line with the Society’s vision and values (engage, support, advance)
2. To ensure the Society’s activities are suitably represented and covered in each edition
3. To ensure the content of publication represents the interests of Society members across the breadth of endocrinology
4. To develop ideas for future content and suggest potential authors
5. To ensure that the views of the membership are adequately reflected on important matters
6. To contribute towards writing articles as required
7. Other tasks as they occur
Secretariat
Managing Editor

The following members of Society staff may also be invited to meetings to represent Society interest:
Society Services Manager (or other representative of the Membership & Professional Affairs team)
Head of Membership & Professional Affairs
Marketing and Communications Manager
Sales Executive

Additional notes:

- The Society is committed to equal opportunities and the promotion of diversity. The governance and business of this board should follow the principles of the Society’s Diversity policy

- Board members should make every effort to attend all meetings. Attendance records will be kept and reviewed annually. Any Board member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances

- Each new Board member will be issued with a job description and remit of the Group, together with the last three sets of meeting minutes

- All Board members need to be paid up members of the Society

- All papers and minutes and any sensitive correspondence must be treated in strictest confidence

- All Board members must act in the best interest of the Society for Endocrinology at all times. 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

- The Editor should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council

- Board membership should represent key areas of interest and geographical spread; the nomination form should encourage members in under-represented areas to apply. It is important that the Board maintains a mixture of basic scientists, clinicians and nurses to reflect the breadth of members’ interest

- Wherever possible, retiring Board members should not stand for immediate re-election in the same role.