

## Programme Committee remit

Updated January 2009, June 2011, July 2014, May 2019, December 2021, June 2023, July 2024

Up to two meetings per year

### Composition

Chair:	The Chair is the Events and Training Officer of the Society for Endocrinology
Co-Chair:	The Co-Chair will be either a Scientist or Clinician to complement the Events and Training Officer and will be appointed following an open call to the membership.
Programme Co-ordinator:	The Programme Co-ordinator will be an elected committee member, nominated by the Programme Committee and ratified by Council
Elected members:	Up to 10 members, recruited via application and committee ballot. The committee will maintain a list of areas of interest within endocrinology and will ensure that these are represented on the committee
Ex officio members:	Science Committee Programme Advisor Clinical Committee Programme Advisor Nurse Committee Programme Advisor Early Career Events and Training Lead
Co-opted members:	Up to 3 Awardees on the Leadership and Development Awards programme In addition, the Chair may co-opt up to 3 additional Society members by invitation only 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 Elected members and 2 ex officio members

### Duration of service

Chair:	Co-terminal with period as Events and Training Officer
Co-Chair:	3 years (3 conferences)
Programme Coordinator:	Duration of individual meeting, starting approximately 12 months before the meeting
Elected members:	3 years (3 conferences)
Ex officio members:	Co-terminal with office
Co-opted members:	Duration of 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 Programme Committee reports to Events and Training Committee and to the Council of the Society for Endocrinology through the Chair of the Committee, the Events & Training Officer.

## Remit

1. To review current developments in endocrinology in the light of recent meeting programmes, and to select (from the submitted proposals), subjects which will provide a balanced and topical programme for the Society's annual conference.
2. To set and timetable the programme for the Society for Endocrinology annual conference within the approved template in order to provide the optimum distribution of sessions and to allocate those sessions to rooms, taking into account the probable popularity of parallel sessions.
3. To assess the marks from the submitted abstracts, decide on the accepted/rejected abstracts and allocate the oral and poster sessions.
4. To maintain the programme template and propose changes to Council if required.
5. To ensure a mechanism for the Society to submit session suggestions to international meetings when requested (e.g. ECE and ICE).

## Secretariat

Society Development Manager

Events Manager/s

Director of Membership Engagement may attend meetings

Chief Executive may attend meetings

## 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
- New committee members 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
- 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.