
CORPORATE LIAISON COMMITTEE – approved February 2018

At least one meeting per year (normally during SfE BES), plus attendance at the Corporate Supporter Liaison meeting at SfE BES. Teleconferences or additional meetings to be held throughout the year, as required.

Composition

Chair:	The Chair is a member of the Society for Endocrinology appointed by the Council of the Society. <i>The Chair is, ex officio, a member of Council</i>
Deputy Chair:	The Deputy Chair is nominated by the Corporate Liaison Committee and ratified by Council (normally a basic scientist, if the Chair is a clinician and vice versa)
Elected members:	At least 6 members of the Society for Endocrinology (recruited via member nomination and committee ballot) representing clinicians, scientists, nurses and early career members of the Society and a wide range of relevant therapeutic areas.
Ex officio members:	The Chairs of the Clinical Committee, the Nurse Committee and the Science Committee. At least one Endocrine Network Convenor.
Co-opted members:	The Chair of the Committee 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
In attendance:	Corporate Relations Manager Head of Sales (as required)
Quorum:	Chair plus 3 elected members

Duration of service

Chair:	3 years
Elected members:	3 years
Ex officio members:	Co-terminal with period of office
Co-opted members:	Duration of specific project (see above)

Reporting

The Corporate Liaison Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

Remit

1. To serve as a forum for two-way communication and advice between the Society for Endocrinology and industry (for example, the latest industry developments and drugs pipeline, regulatory issues, therapeutic development, research funding and projects and other endocrinology related issues)
2. To ensure transparent and appropriate relationships with industry

3. To support the Society with the development of its industry partnerships, with specialist input into Corporate Supporter packages, and identifying other sponsorship opportunities, as required
4. To proactively seek new industry sponsors, acting as an initial point of contact for these new relationships, as appropriate
5. To help develop projects and collaborations to benefit Society Members
6. To provide a conduit between industry and the Society's Committees and Endocrine Networks, facilitating joint, mutually beneficial initiatives
7. To actively promote the importance of industry support and of mutually beneficial collaborations with the Society, to the wider membership and thus increase the levels of engagement

Secretariat

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.
- New committee members will be issued with a job description, remit of the committee and minutes of the last two meetings
- 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 be claimed if a committee meeting is held during or on the same day as an SfE event if the Committee member is also attending the event.
- 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
- This committee was reformed in January 2018. In order to maintain continuity some members may rotate off before or later than the 3 year term.