Council of Management – approved June 2011, July 2014, February 2018

Two meetings per year

Composition

Chair: The Chair is the President of the Society for Endocrinology, elected via Full Membership nomination and ballot

Elected members: 12 members, elected via Full Membership nomination and ballot (Officers elected one year in advance)

Ex officio members: Chair, Clinical Committee
Chair, Corporate Liaison Committee
Chair, Nominations Committee
Chair, Nurse Committee
Chair, Public Engagement Committee
Chair, Science Committee

Observers: Chair, BioScientifica Board
Early Career Endocrinologists’ Steering Group representative

Co-opted members: None

Quorum: 5 Elected members (including the Chair)

Duration of service

Chair: 3 years
General Secretary: 3 years
Treasurer: 5 years
Programme Secretary: 3 years
Other Elected members: 4 years
Ex officio members: Co-terminal with term of office

Remit

In addition to being members of the Council of the Society for Endocrinology, Council members are automatically Directors and Trustees of the Society for Endocrinology. This carries with it all the normal responsibilities of being a company director, as well as being a charity trustee. The responsibilities of Council members are covered in the Articles of Association, but a brief summary appears below:

- To ensure the Society remains within its charitable remit
- To develop and monitor the Society’s strategy and plans
- To manage the business of the Society
- Enter into contracts on behalf of the Society
- Deal with any property issues of the Society
- Regulate the finances and expenditure of the Society, including its investments
- Determine the duties of Society employees
Additional notes:

- All Council 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.

- 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 membership should represent key areas of interest and geographical spread; the nomination form should encourage members in under-represented areas to apply.

- All papers and minutes must be treated in strictest confidence.

- Council members should not hold a concurrent post on the Council or Finance Committee of a Bioscientifica client society. Should the need arise, the member will be asked to step down from Council or delay joining until such time as there is no conflict.

- All Council members need to be paid up members of the Society.

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

- In addition to attending Council meetings, Council members are expected to take an active part in the work of one or more Committees and to be available to provide opinions and advice as required by the Officers or staff.

- New Council members will be invited to the Bristol office shortly after election to see how the Society is run and to receive a detailed briefing on the Council, Committees and other activities. Membership of the Council gives Full Members of the Society the opportunity to influence the future and to ensure the Society moves forward in directions which represent its members’ interests.

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

- Expenses cannot be claimed if a committee meeting is held during or on the same day as an SfE event.

- The Chair and elected members on this committee have voting rights.

Responsibilities of company directors

Directors are required by law to act legally, honestly, in good faith and for the benefit of the company. They have a responsibility to ensure that Company Law is complied with and that interests of members and beneficiaries have been protected. This extends from the basic filing of ‘true and fair’ accounts, through to the need to balance short-term success with longer-term sustainability.

All directors hold equal responsibility. They must represent the interests of all members and beneficiaries, not of a subset.

Responsibilities of charity trustees

The trustees of a charity are personally responsible for ensuring that all its activities are aimed at promoting its charitable object, and that funds are applied fairly and legally. The charitable object of the Society for Endocrinology is ‘the advancement of public education in endocrinology’. The Charity Commission has confirmed that activities such as conferences and training courses are charitable provided that either they are open to the public or abstracts/papers are publicly available.
A person or company with suitable qualifications and expertise must handle investments. The Society's current broker is Brewin Dolphin who have the power to buy and sell shares at their discretion.

The trustees, staff and other officers of the Society for Endocrinology are covered by professional liability indemnity insurance should we be sued over the content of journals, books, training courses, etc. However, trustees are personally responsible for any losses due to their own negligence or breach of trust.