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**Public Engagement Committee** – revised June 2011, January 2012, December 2015

**Two - three meetings per year**

**Composition**

- Chair: The Chair is a member of the Society for Endocrinology Public Engagement Committee, appointed by Council.
- Elected Members: Up to 12, recruited via member nomination and committee ballot. All committee members will be recruited for specific roles and tasks.
- Ex officio members: A Council representative  
Chair of Patient Support Grants Panel (if not an Elected committee member)
- Co-opted members: The Chair may co-opt additional members for a limited period and for specific projects only, subject to Council approval.
- Committee advisors: The Chair may appoint non-Society members as advisors to the committee on specific projects.
- Quorum: 5 Elected members

**Duration of Service**

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

**Reporting**

The Public Engagement Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

*Remit*

**1. Setting public engagement strategy**

- To review and develop the Society's public engagement strategy to ensure target audiences and platforms are appropriate and in line with Society strategy
- Assess and review the impact and reach of all Society public engagement activities to maximise return on investment
- Ensure that grants for public engagement and patient support are allocated to maximise the benefit to the public and patients
- To advise and liaise with Council regarding public and media issues
- To liaise with other committees regarding the Society's engagement with policy-makers

**2. Developing public activities and resources**

- To provide specialist endocrine input into existing and developing projects with a focus on the following areas:

- Youth education and engagement
- Adult education and engagement
- Input into the content and development of education and outreach activities to ensure the endocrinology content is accurate, messages are clear and suitably targeted.
- Proactively identify opportunities for collaboration with other organisations
- Identify opportunities to maximise the reach of all activities
- Advise on topics selected for media promotion by the Society communications team

### **3. Fostering public engagement culture within the membership**

- Act as ambassadors for public engagement within the Society
- Be listed as media experts and attend media training as required
- Identify Society members who are active in public engagement and what support they may require, and encourage them to promote their work.
- Promote opportunities for members to become involved in development and/or delivery of public engagement activities.

#### **Secretariat**

Careers & Engagement Officer  
 Society Development Manager  
 Director of Membership Engagement

#### **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.
- 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.
- Expenses cannot be claimed if a committee meeting is held during or on the same day as an SfE event
- Ex officio members on this committee have full voting rights
- Committee advisors should receive appropriate reimbursement for their time and expenses
- 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