
Endocrine Network remit – updated September 2013, May 2015, July 2016, April 2017

Composition

Endocrine Network Convenors: Each Endocrine Network has two Endocrine Network Convenors. The Convenors are members of the Society for Endocrinology and approved by the General Secretary and Council. Normally, one Convenor will be a Clinical Member and the other convenor a Basic Science Member.

Members: All Members of the Society can affiliate to as many Endocrine Networks as they deem appropriate. Networks are actively encouraged to promote inclusion of trainee Members in Network activities.

Duration of service

Endocrine Network Convenors 4 years; after which time Network Convenors should demit office. An open call for new Network Convenors will be made to the membership of the Network and in the event of more than one nominee, an e-ballot of Network Members will be undertaken. Nominations Committee will be advised of progress, and may invite Society Members to apply for the Network Convenor role/s.

Members: As long as Society for Endocrinology membership is in good standing.

Reporting

- The Endocrine Networks are accountable to the General Secretary, who will report to Council on their behalf
- Each Endocrine Network must provide an annual report to the General Secretary who will present to Council at the last meeting of the year. The annual report should provide a summary of the past year's activity and outline future planned activities and priorities
- If a Network is inactive then Council will have the option to dissolve the Network on the recommendation of the General Secretary.

Remit

The main purposes of Networks are:

- 1 To catalyse cross-institutional and cross-disciplinary collaborative research initiatives in endocrinology. A long term measure of success will be the success of Endocrine Networks as hosts for successful bids for larger scale National/European funding opportunities (e.g. NIHR, MRC, EME, Wellcome Trust, and EU Horizon 2020).
- 2 To act as a crucial conduit for advice and suggestions from the membership to the Science, Clinical, Nurse and Public Engagement Committees and the Early Career Steering Group.
- 3 Specifically, to assist in the optimisation of the quality of our SfE BES conference through active and continued engagement with the Programme Committee.

In order to achieve the aims cited above Networks will:

- 1 Actively promote networking amongst Members. The Society will provide a basic IT framework, which may include daily news alerts, web page and discussion forum/message board/blog.
- 2 Generate ideas for high quality science focussed meetings
- 3 Promote collaboration between the Society for Endocrinology and other learned societies/organisations in line with the Society's strategy

Finances

The Society will make available funds, which the Networks can bid for to undertake Endocrine Network activity. The Society would expect bids of <£5K per activity, which could be used, for example, to fund a research collaboration meeting. Networks will be able to bid for these funds through a simple application to the General Secretary, for approval by Officers. The proposal should include a clear rationale, the benefits, costs and how it aligns to the Society's overarching strategy. All administration and project management costs, as appropriate, should be included in the grant application.

Secretariat

- Endocrine Network support is through existing Society structures; Science Committee, Clinical Committee, Nurse Committee, Early Career Steering Group, Programme Committee, Public Engagement Committee, Guidelines Programme and Clinical Projects Programme.
- There will be no designated SfE administrative support specific to the Endocrine Networks, but there will be nominated contacts in the Society office to drive the Endocrine Networks forward; currently the Society Development Manager.

Additional notes:

- All members need to be paid up members of the Society
- All papers and minutes must be treated in strictest confidence
- All members must act in the best interest of the Society; any potential conflicts of interest should be declared
- In order to ensure continuity, when the Endocrine Network is established for the first time, one of the Endocrine Network convenors will serve a three year tenure of office and the second Endocrine Network convenor a four year tenure. This will prevent both Endocrine Convenors demitting office at exactly the same time.