
Up to two meetings per year outside of the SfE BES conference, the second one ideally via teleconference – other business to be conducted via email

**Composition**

Chair: Normally the President

Full members: The immediate past President
General Secretary
Chair of Clinical Committee
Chair of Science Committee
One member of Council

Elected members: 2 members recruited via member nomination and committee ballot

Co-opted members: The Chair may co-opt additional members for a limited period and for specific projects only, subject to Council approval

Quorum: 4 committee members
2 staff members

**Duration of service**

Chair: Co-terminous with term of office as President

Full members: Officers, Clinical and Science Committee Chairmen, Council member: Co-terminous with term of office

Elected members: 3 years

Co-opted members: Duration of specific project (see above)

**Reporting**

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

**Remit**

1. To consider nominations for vacancies on Council and for Committee Chairs and to work proactively to widen participation in the Society’s work by members at all levels. This includes soliciting existing committees and others for their suggestions

2. To generate specifications for eligibility for Officers posts, taking into account the required skills and attributes; to review member nominations to confirm suitability; and to put forward additional nominations as needed to ensure that there is at least one high-quality candidate put forward for election

3. To identify potential Society members to be put forward for nomination for UK Honours
4. To make nominations for other organisations’ posts, prizes and awards where the Society holds membership, e.g. ESE and ISE. Such nominations to other organisations will only be made under exceptional circumstances.

5. To consider the Society’s awards, including:
   - **Medals**
     - To actively seek nominations for medals from the membership and the journal Editors-in-Chief and to make additional nominations
     - To assess nominations and prepare a definitive list for approval by Council
     - To review the medal awards and make recommendations for amendments to existing medal citations and for new awards where appropriate
   - **CET Visiting Professor and Lecturer**
     - To suggest names to the Clinical Committee
   - **EC Prize Lectures**
     - To review and select the Society’s Early Career Prize Lecturers from submitted abstracts
   - **Endocrine Nurse Award**
     - To review the Nurse Committee’s selection of the award winner prior to Council approval.

**Secretariat**
Society Governance Manager
Chief Executive
Other Leadership/Management Tier members may be called upon as appropriate

**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.
- The membership database will be used to inform the committee of potential names for consideration for internal posts, awards and prizes. Unsuccessful nominations may be reconsidered at the next available opportunity.
- The committee will seek input from members of the Society’s Leadership Tier/Management Tier when considering potential nominations for Council and Committee Chairs.
- Members of the committee should not be nominated for any internal awards or positions during their term of office.
- Officers and Officers-elect should not be nominated for any medals during their term of office.
- Committee members should make every effort to attend each meeting. Attendance records will be kept and reviewed.
- Each new committee member will be issued with a job description and remit of the committee.
- All committee members need to be paid up members/an Honorary or Senior Member 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.

- Members recruited via member nomination and committee ballot may serve up to one additional term.

**Skills set for committee members**
Members should be experienced and have a good overview of the Society and the specialty; aspects of diversity of nominations will be considered in order to perform a major function of the committee, which is the selection of medallists.