

Events and Training Committee remit

Approved January 2024

Two meetings per year

Composition

- Chair: The Chair will be the Programme Secretary until March 2025 and thereafter, the Events and Training Officer of the Society for Endocrinology.
- Deputy Chair: The Chair may nominate a current Committee member to act as Deputy.
- Elected members: Up to 8 elected members, recruited via application and committee ballot. To include:
- 4 full members
 - 1 Early Career Events and Training Lead (Programme Committee)
 - 1 Early Career Events and Training Lead (Clinical Committee)
 - 1 Early Career Events and Training Lead (Science Committee)
 - 1 Early Career Events and Training Lead (Nurse Committee)

- Ex officio members: Individual event representatives as required. To include:
 - Sfe BES
 - Clinical Update
 - Endocrine Nurse Update
 - National Clinical Cases
 - Thyroid Ultrasound
 - National Radioiodine Training Scheme (*for use in Benign Thyroid Disease*) (NRITS)
 - Emerging Research Leaders

Co-opted members:

- RCP-JSC Chair
- Up to 3 Awardees on the Leadership and Development Awards programme.
- The Chair may co-opt additional members for a limited period and for specific projects only, subject to Council approval. The Chair may invite additional stakeholders if and when additional external expertise is required subject to Council approval

Quorum: 4 elected members and 2 ex officio members

Duration of service

Chair:	Co-terminal with their period in the Officer Sub-Committee
Elected members:	3 years
Ex officio members:	Co-terminal with office
Co-opted members:	Duration of project (see above)

Reporting

The Events and Training Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

Remit –

1. To oversee development of the Society's events and training portfolio, ensuring it aligns with the Society Strategy, is fit for purpose, up to date and meeting the evolving needs of members.
2. To make suggestions to Council for new training events, and, given Council's approval, to advise on working groups for event development.
3. To provide oversight to individual programme organising groups, to ensure training initiatives are co-ordinated, integrated where relevant, and delivered in the best format.
4. To advise on opportunities for sponsorship, other commercial partnerships, or delegate registration fees in line with the Society's financial strategy.
5. To advise on synergies and/or conflicts with Bioscientifica-owned events and other organisations' events.

Secretariat

Careers and Engagement Officer

Society Development Manager

Events Manager/s may attend meetings

Director of Membership Engagement may attend meetings

Chief Executive may attend meetings

Partnership Manager may attend meetings

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
- All members of the committee represent their speciality and the Society and not an affiliation to any other group

- 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. Co-opted members shall not be entitled to vote.
- Committee membership should represent key areas of interest and geographical spread; the application form encourages members in under-represented areas to apply
- Vacancies are publicised to all Society members. If the number of applications exceeds the number of vacancies, a ballot is held within the committee.
- Committees should ensure they are meeting their remits and are monitoring effectiveness.
- Committees should define the skills they require from Committee members and strive for increased diversity to maximise effectiveness.
- Positive action should be used to recruit underrepresented groups into shortlists (e.g. geography, member type, type of institution, particular skills).