**Early Career Steering Group** – updated August 2015, May 2019, September 2019, July 2020, December 2020

**Up to two meetings per year**

**Composition**

**Chair:** An Early Career basic scientist or clinician. The Chair is a member of the Early Career Steering Group, nominated by Steering Group and appointed by Council. The Chair is normally expected to have served on this group beforehand to gain knowledge and expertise.

**Elected members:** 4 Early Career Scientist members, 2 Early Career Clinician members and up to 3 Early Career Nurse members recruited via member nomination and Steering Group ballot. Candidates who are Early Career Clinical Academic members may be considered if there are insufficient basic scientist nominees. Nominees for election should be at a stage in their career which will enable them to complete their duration of service while still being an Early Career member of the Society.

**Ex officio members:** 2 Early Career Clinician members from Clinical Committee, 1 Early Career Nurse member from Nurse Committee.

**Co-opted members:** Up to three Awardees on the Leadership and Development Awards programme. The Chair may co-opt up to 2 additional members for a limited period and for specific projects only, subject to Council approval.

**Quorum:** 4 Elected members.

**Duration of Service**

**Chair:** 2 years. A clinician Chair may complete the 2 year term if completion of training takes place before the demit date. A scientist Chair may complete the 2 year term if 10 years post-PhD is reached during the term of office.

**Deputy Chair:** 2 years, normally expected to become Chair. A clinician if the Chair is a scientist and vice versa.

**Elected members:** 3 years.

**Ex officio members:** Co-terminal with period of office.
Co-opted members: For duration of project (see above)

**Reporting**

The Early Career Steering Group reports to the Council of the Society for Endocrinology through the Chair of the Group

**Remit**

The Group’s role is to look after the interests of early career endocrinologists, and in particular:

1. To work with the Clinical, Science and Nurse Committees to formulate an education programme for early career endocrinologists
2. To advise the Programme Committee on suitable sessions for inclusion at the Society's annual SfE BES conference
3. To address the needs of the Society's Early Career Members and represent their views to the main Council of the Society
4. To provide a network for early career endocrinologists to communicate on relevant issues
5. To provide careers advice
6. To build and maintain a strong partnership with the YDEF to represent the joint specialty
7. To identify and put forward at least one nomination for the Society’s medallists

**Secretariat**

Careers & Engagement Officer  
Society Development Manager  
Director of Membership Engagement may attend meetings  
Chief Executive may attend meetings

**Additional notes:**

- The Society is committed to equal opportunities and the promotion of diversity. The governance and business of this group should follow the principles of the Society’s Diversity policy
- Group members should make every effort to attend all meetings. Attendance records will be kept and reviewed annually. Any Group member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances
- Each new Group member will be issued with a job description and remit of the Group, together with the last three sets of meeting minutes
- All Group members need to be paid up members of the Society
- All papers and minutes must be treated in strictest confidence
- All Group 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 at which you are a delegate.

- 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 encourages members in under-represented areas to apply.

- Vacancies are publicised to all Society members. If the number of nominations exceeds the number of vacancies, a ballot is held within the group.