

Officers Sub-Committee remit

Updated Mar 05, June 09, June 2011, June 2013, July 2014, December 2021, June 2023, July 2024

Composition

Chair:	The Chair is the President of the Society for Endocrinology
Elected members:	The Treasurer of the Society for Endocrinology The General Secretary of the Society for Endocrinology The Events and Training Officer of the Society for Endocrinology If serving, the President-elect the General Secretary-elect, the Events and Training Officer-elect, or the Treasurer-elect.
Ex officio:	The Chief Executive of the Society for Endocrinology
Co-opted members:	The Chair may invite may invite additional stakeholders if and when additional external expertise is required.
Quorum:	3 Full members (including the Chair)

Duration of service

Service will be co-terminal with terms of office.

Career breaks: All members of the Committee will have the option to automatically extend their term to make up any time they have had away from the Committee due to a career break.

Election of Officers

Vacancies will be openly advertised to all Voting Members;

Every effort should be made to ensure a minimum of two candidates for each position, requiring members to vote. In cases where the number of valid applications does not exceed the number of vacancies all candidates shall be elected without any further procedure.

If the number of applications for vacant Officers positions exceeds the number of vacancies the Company Secretary shall instigate an election. At the annual general meeting the names of the duly elected candidates shall be declared.

Reporting

The Officers Sub-committee reports to the Council of the Society for Endocrinology through the Chair of the Sub-committee.

Meetings

The Officers Sub-committee will usually meet four times per year, with two meetings scheduled to prepare for Council meetings and two for more general business.

Remit

1. To maintain an overview of all aspects of the Society, ensuring that all activities are within the Society's charitable remit and the current strategic plan
2. To propose policy issues for the Council agenda, to research these issues and prepare discussion papers for Council
3. To advise Council on recommended membership rates
4. To act as a management committee for the Society's business affairs to support the Chief Executive between Council meetings
5. To manage the Society's and Bioscientifica's staffing expenditure and consider proposals for changes to this, including consideration of proposals from Remunerations Group
6. The General Secretary and Chief Executive will oversee ongoing changes in staffing requirements (excepting major new investments), with email confirmation to other officers.

Secretariat

Chief Executive

Director, Membership Engagement

Society Governance Officer

Additional notes:

- The Society is committed to equal opportunities and the promotion of diversity. The governance and business of this sub-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.
- New Officers will be issued with a job description and remit of the committee, together with the last three sets of meeting minutes.
- All Council 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 interests 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 normally be claimed if a committee meeting is held adjacent to, during or on the same day as an SfE event. Any decision-making powers delegated to the Officers group should be clearly documented and communicated to all Trustees and other Council members.
- The Chair and elected members on this committee have voting rights. Ex-officio, co-opted members and Observers shall not be entitled to vote.
- The Committee may convene time-bound sub-groups (known as 'working groups') to further investigate areas within the Committee's remit. Any such group will have separate, specific remits and will report directly to the Committee. Working groups are composed of members of the parent committee.