

Programme Committee remit

Updated January 2009, June 2011, July 2014, May 2019, December 2021

Two meetings per year

Composition

Chair:	The Chair is the Programme Secretary of the Society for Endocrinology
Programme Co-ordinator:	The Programme Co-ordinator will be nominated by the Programme Committee and ratified by Council
Deputy Programme Co-ordinator:	The Deputy Programme Co-ordinator will be nominated by the Programme Committee, ratified by the Chair and will act as local representative for the meeting (Elected or Co-opted member)
Elected members:	Up to 10 members, recruited via application and committee ballot. The committee will maintain a list of areas of interest within endocrinology and will ensure that these are represented on the committee
Ex officio members:	Programme Advisor of the Science Committee Programme Advisor of the Clinical Committee Representative of the Nurse Committee One or two EC Steering Group representatives
Co-opted members:	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 period as Programme Secretary
Programme Coordinator:	Duration of individual meeting, starting approximately 18 months before the meeting
Deputy Programme Co-ordinator:	Duration of individual meeting, starting approximately 18 months before the meeting
Elected members:	4 years
Ex officio members:	Co-terminal with office
Co-opted members:	Duration of project (see above)

Reporting

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

Remit

1. To review current developments in endocrinology in the light of recent meeting programmes, and to select (from the submitted proposals), subjects which will provide a balanced and topical programme for the Society meeting.
2. To set and timetable the programme for the Society for Endocrinology premier meeting within the approved template in order to provide the optimum distribution of sessions and to allocate those sessions to rooms, taking into account the probable popularity of parallel sessions.
3. To assess the marks from the submitted abstracts, decide on the accepted/rejected abstracts and allocate the oral and poster sessions.
4. To maintain the programme template and propose changes to Council if required.
5. To ensure a mechanism for the Society to submit session suggestions to international meetings when requested (eg ECE and ICE).

Secretariat

Society Development Manager

Events Manager/s

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 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).