

Public Engagement Committee remit

Approved: June 2011

Updated: January 2012, May 2019, December 2021, June 2023, July 2024, June 2026

Up to three meetings per year

Composition

Chair:	The Chair is a member of the Society for Endocrinology elected via application and membership ballot. The Chair is, ex officio, a member of Council Vacancies will be openly advertised to all Voting Members; if the number of applications exceeds the number of vacancies, an election is held within the membership. At the annual general meeting the names of the duly elected candidates are declared.
Elected members:	Up to 12, recruited via application and committee ballot.
Ex officio members:	A Nurse Committee representative A Clinical Committee representative A Science Committee representative
Co-opted members:	Up to 3 Awardees on the Leadership and Development Awards programme The Chair may, in consultation with the Committee, co-opt individuals with relevant skills or experience to fill vacancies or meet identified Committee needs.
External advisors:	The Chair may invite the expertise of those who are not Society members on an ad hoc basis for specific projects
Quorum:	5 Elected members

Duration of service

Chair:	4 years. The first year of which shall be in a 'Chair-elect' capacity, during which they have full voting rights.
Elected members:	4 years
Ex officio members:	Co-terminal with term of office
Co-opted members:	Co-opted members serve until the next AGM. Individuals wishing to become full Committee members and serve a four-year term must be elected in accordance with the Society's Byelaws

Committee advisors:	Duration of specific project (see above)
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.

Reporting

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

Remit

Vision

To increase the quality of debate and discussion about hormones, to enable individuals to make better decisions about their health and to position the Society as a trusted and responsive authority on the subject.

Goals

- To empower our members to undertake effective public engagement through informing, collaborating and consulting.
- To effectively disseminate high-quality, authoritative and trustworthy information on hormones, including to counter misinformation.
- To raise the profile of the discipline, the Society and its members as a credible, expert voice on endocrine science and clinical practice.
- To empower members to undertake effective Patient and Public Involvement/Engagement

1. Setting public engagement strategy

- To review and develop the Society's public engagement strategy to ensure target audiences and platforms are appropriate, evidence-based and in line with Society strategy.
- Assess and review the impact and reach of all Society public engagement activities to maximise return on investment and public trust.
- To advise and liaise with Council regarding public and media issues affecting patients and society.
- To liaise with other committees regarding the Society's engagement with policymakers.

2. Developing public engagement activities and resources

- To provide specialist endocrine input into existing and developing projects with a focus on the following areas:
- Strategic oversight of *You and Your Hormones*, ensuring content is regularly reviewed for quality and accuracy, promoting robust science and trustworthy messaging.

- Contributing to the development and delivery of education and outreach initiatives, i.e. the schools' outreach event at SfE BES), ensuring the content is accurate, messages are clear and suitably targeted.
- Proactively identify opportunities for collaboration with other organisations to strengthen credibility, reach and impact.

3. Supporting media engagement and accurate public discourse

- Monitor trends in media coverage of endocrinology and highlight areas consistently misrepresented or misunderstood.
- Support timely, accurate and authoritative media engagement by the Society and its members, helping to tackle misinformation on endocrine subjects.
- Encourage and support a diverse pool of Society members to become media experts.

4. Empowering members to undertake effective Patient and Public Involvement/Engagement

- Facilitating collaborative opportunities with affiliated Patient Support Groups
- Curating and developing high-quality online resources

5. Fostering public and patient engagement culture within the membership

- Act as ambassadors for public and patient engagement within the Society
- Identify Society members who are active in public and patient engagement and what support they may require, encouraging them to promote their work and share good practice across the Society.
- Promote opportunities for members to become involved in development and/or delivery of public and patient engagement activities
- Oversee an annual programme of member training in public and patient engagement and fostering networking opportunities across the membership.

Secretariat

Community Engagement Officer

Director of Community and Professional Development (as required)

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.
- 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 committee members will be issued with a job description, 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 normally be claimed if a committee meeting is held adjacent to, 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.
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council.
- Wherever possible, retiring committee members should not stand for immediate re-election.
- 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)
- 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.