

Science Committee remit

Updated January 2009, January 2012, July 2014, December 2014, May 2015, May 2016, July 2016, June 2019, December 2021

Three meetings per year

Composition

Chair: The Chair is a basic science 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 is declared

The Chair is normally expected to have served on this committee beforehand to gain knowledge and expertise

Elected members: Up to 12, to include representation from each of the Society's Endocrine Networks; either an Endocrine Network convenor or delegated deputy. The remainder to be recruited from the basic and clinician-scientist membership via application and committee ballot

Ex officio members: One member of the Early Career Steering Group

Co-opted members: Up to three Awardees on the Leadership and Development Awards programme

The Chair may co-opt additional members, subject to Council approval

The Chair may invite additional stakeholders if and when additional external expertise is required subject to Council approval

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: Duration of specific project

Reporting

The Science Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee. The Science Committee will endeavour to provide reports of its meetings in a timely manner such that its recommendations can be considered by Officers prior to Council meetings. Full minutes of the Science Committee will be shared with Chairs of other Society committees and the full minutes of other Society committees will be shared with the Science Committee Chair

Remit

1. Supporting research in Endocrinology

- (a) To assist the Society in its support of high quality endocrinology research by judging the scientific quality of research applications for financial support (currently through SfE Early Career Research and Equipment grants but new mechanisms may evolve) and to make recommendations for awards
- (b) To work with the Networks and the Clinical Committee to identify opportunities for collaborative research in endocrinology

2. Career development, education and training

- (a) To assist early career endocrinology researchers (basic and clinician-scientist) in their academic career development through a variety of educational and training mechanisms
- (b) To attract undergraduate students to the discipline (current mechanisms include the undergraduate achievement award and the Summer Studentship scheme). The Science Committee serves as the assessment panel for both of these competitions, including formulation of marker guidelines, recommendations for awards and impact monitoring.
- (c) To provide suggestions for scientific symposia and other conference sessions to the SfE Programme Committee including the secondment of a Programme Advisor to the SfE Programme Committee. All committee members are expected to suggest at least 2 SfE BES symposia per year

3. Outward facing educational activities

- (a) To liaise with other learned societies when requested, for input into scientific meetings

4. Consultation on issues of public policy consultations. To play a leading role, overseen by Council, on the construction of the Society's response to issues of public policy that impact on, or may be informed by, endocrine science and the use of animals in research. In areas concerning the science of human health, this will be undertaken in partnership with the Clinical Committee

5. Nominations

To identify and put forward nominations for each of the Society's medals

Secretariat

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 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
- 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
- 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 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).

Society for Endocrinology committee members' job description

Committee members report to the committee chair. They are responsible for:

- Providing input into policy proposals within the area of the committee remit
- Providing feedback and advice on the Society's activities in the area of the committee remit

- Promoting the best interests of the Society, its members and the public
- Attending at least two thirds of committee meetings, unless excused by the chairperson
- Taking part in ad hoc working parties as required
- Providing advice and feedback between meetings, as required by the Chairperson or staff
- The marking of grant applications and essay competition submissions
- Providing input into science related projects as required