

Leadership and Development Awards Programme Selection Panel remit

Approved March 2019, updated March 2021, updated December 2021, July 2022

Normally one meeting per year

Composition

Chair:	The role of Chair is filled by a current member of the Panel., and it rotates around the three categories.
Full members:	Nine - comprising three scientists, three clinical academics and three clinicians-in-practice. As Vacancies arise, Panel members will be drawn from an open call to members, selected by the current Selection Panel and ratified by Council. All panel members must be senior enough not to be eligible for the Award themselves.
Co-opted members:	The Chair may co-opt additional members for a limited period and for specific projects only, subject to Council approval.
Quorum:	Six maintaining a balance of scientists, clinical academics and clinicians-in-practice
Duration of service:	Chair: 3 years Full members: 3 years

Reporting

The Panel Chair will provide a written report to Council once a year in December

Remit

1. To review and mark applications for the Awards Programme and select winning applicants. A formal meeting is required for this.
2. To review the selection process and Awards Programme annually, so that it can be evaluated and iterated going forward to ensure improvements are made as experience is gained. To report these findings to Council
3. To assist with suggestions for optional benefits for Awardees and for networking opportunities at SfE BES
4. To make suggestions for future members of the Selection Panel; this may include previous awardees

Secretariat

Society Governance Manager
Society Development Manager
Director of Membership Engagement (as required)
Chief Executive (as required)

Additional notes:

- The Society for Endocrinology is committed to inclusivity and diversity across all of its work. As part of this, we welcome applications from those groups who are currently underrepresented in endocrinology. The governance and business of this panel should follow the principles of the Society's Diversity policy
- Panel members are required to commit to attend the Selection Panel meeting and sufficient advance notice will be given. Any panel member who does not attend will be asked to step down, other than in exceptional circumstances
- Each new panel member will be issued with a job description and remit of the panel
- All panel members need to be paid up members of the Society
- All business relating to the panel must be treated in strictest confidence
- All panel members must act in the best interest of the Society. Any conflicts of interest should be declared before the applications are reviewed. The member concerned should not mark the application and should leave the meeting room and take no part in any discussion related to the declared conflict
- For this Award, defined conflicts of interest include (but are not limited to):
 - Same institution
 - Previous collaboration in last 5 years
 - Previous mentor/supervisor
- Expenses cannot be claimed if a panel meeting is held during an SfE event if the panel member is also attending the event
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by Council
- Selection Panel membership should reflect equal numbers of clinical academics, clinicians-in-practice and scientists. We aim to maintain a balance on our committees and panels in terms of gender, ethnicity, subject area and geography.
- Wherever possible, retiring panel members should not stand for immediate re-election unless asked to do so for reasons of succession