

Science Committee remit

Updated January 2009, January 2012, July 2014, December 2014, May 2015, May 2016, July 2016, June 2019, December 2021, June 2023, July 2024, February 2025.

Up to three meetings per year

*Scientist is defined as a non-clinical member who is in either the Scientist or Associated Professional membership category.

Composition

Chair:	<p>The Chair is a scientist* member of the Society for Endocrinology, elected via application and membership ballot.</p> <p>The Chair is, ex officio, a member of Council.</p> <p>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.</p>
Elected members:	Up to 12, to include representation from each of the Society's Endocrine Networks; either an Endocrine Network science convenor or delegated deputy. The remainder to be recruited from the scientist* membership via application and committee ballot
Ex officio members:	Early Career Events and Training Lead
Co-opted members:	<p>Up to 3 Awardees on the Leadership and Development Awards programme</p> <p>In addition, the Chair may co-opt up to 3 additional Society Members by invitation only 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.</p>
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
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 Science Committee reports to the Council of the Society for Endocrinology through the Chair of the Committee.

Remit

Focusses on the 3 most relevant goals from the Society Strategy 2024-2027

1. Foster a collaborative, inclusive and friendly endocrine community...

...providing a welcoming home for the endocrine community to increase skills, develop ideas and share best practice, as individuals advance through their scientific careers

We will do this by:

- Assisting the Society to attract undergraduate students, related professionals and established scientists to the discipline
- Supporting early and mid-career endocrinology researchers with their career development through access to a variety of educational, mentoring and CV building activities
- Creating and maintaining an 'SfE Career Development Framework for Scientists' to signpost Society opportunities for professional development within academic (research and teaching) career pathways

2. Facilitate the advancement of endocrine science...

...Bringing researchers together, supporting their development, and providing platforms for knowledge dissemination and discussion, to generate new knowledge that [ultimately] translates to better patient care

We will do this by:

- Sharing best practice and new knowledge amongst the scientific research community and by ensuring the best, cutting edge science is included in the Society events and training portfolio
- Creating opportunities for collaborations to add value to scientific research by working with the wider Society membership, including other Committees, Endocrine Networks and affiliated Patient Support Groups and Corporate Supporters.
- Assisting the Society in its support of high-quality endocrinology research, data registry projects and journal publications

3. Be an accurate, trustworthy voice on hormones...

...by delivering expert scientific and clinical information and by equipping our members with the skills to tackle misinformation and promote good science

We will do this by:

- Sharing information and resources to support teachers of endocrinology in higher education institutions
- Supporting the Society to deliver expert, evidence-based information on endocrine-related public policy issues to policy makers and the media
- Horizon scanning, for emerging developments and opportunities for scientists*

Secretariat

[Office staff to be confirmed]

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 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
- 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.