Early Career Committee remit

Approved August 2015, May 2019, September 2019, July 2020, December 2020, December 2021, July 2022

### **Up to two meetings per year**

**Composition**

Chair: The Chair is an Early Career member of the Society for Endocrinology, elected via application and membership ballot. The Chair is normally expected to have served on this committee beforehand to gain knowledge and expertise

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 name of the duly elected candidate is declared.

Elected members: 4 Early Career Scientist members, 2 Early Career Clinician members,3 Early Career Nurse members and 4 Associated Professional Members recruited via application and Committee ballot. Candidates who are Early Career Clinical Academic members may be considered if there are insufficient basic scientist nominees.

Nominees for election should be at a stage in their career which will enable them to complete their duration of service while still being an Early Career Member of the Society

The current membership categories are:

- Early Career Scientist: PhD students and up to 10 years post-PhD with no clinical training,

- Early Career Clinician-in -Practice: up to CCT/CESR/12 years from attainment of MBBS (whichever is earliest)

- Early Career Nurses: up to 3 years’ experience of endocrine nursing;

- Early Career Clinical Academic up to CCT/CESR/12 years from attainment of MBBS (whichever is earliest)

- Early Career Associated Professionals: professionals who have been working in an allied field for less than 10 years

Ex officio members: 2 Early Career Clinician members from Clinical Committee, 1 Early Career Nurse member from Nurse Committee

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

The Chair may co-opt up to 2 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

**Duration of service**

Chair: 3 years. The first year of which shall be in a ‘Chair-elect’ capacity, during which they have full voting rights. A clinician Chair may complete the 3 year term if completion of training takes place before the demit date. A scientist Chair may complete the 3 year term if 10 years post-PhD is reached during the term of office

Elected members: 3 years

Ex officio members: Co-terminal with period of office

Co-opted members: For duration of project (see above)

**Reporting**

The Early Career Committee reports to the Council of the Society for Endocrinology through the Chair of the committee

**Remit**

The committee’s role is to look after the interests of early career endocrinologists, and in particular:

1. To work with the Clinical, Science and Nurse Committees to formulate an education programme for early career endocrinologists
2. To advise the Programme Committee on suitable sessions for inclusion at the Society's annual SfE BES conference
3. To address the needs of the Society's Early Career Members and represent their views to the main Council of the Society
4. To provide a network for early career endocrinologists to communicate on relevant issues
5. To provide careers advice
6. To build and maintain a strong partnership with the YDEF to represent the joint specialty
7. To identify and put forward at least one nomination for the Society’s medallists

**Secretariat**

Careers & Engagement Officer

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 at which you are a delegate
* 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
* 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.
* The committee should ensure they are meeting their remits and are monitoring effectiveness.
* The committee 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).