Society for Endocrinology

# Council of Management

Approved June 2021

Updated: July 2014, February 2018, December 2021, June 2023, July 2024, July 2026

Two meetings per year

## Composition

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| Chair: | The Chair is the President of the Society for Endocrinology, elected via application and membership ballot |
| Elected members: | The Officers (President, Treasurer, General Secretary, and, if serving, the elect of these positions) and eight duly elected Councillors, elected via application and membership ballot |
| Ex officio members: | Chair, Clinical Committee |
| | Chair, Corporate Liaison Committee |
| | Chair, Nurse Committee |
| | Chair, Public Engagement Committee |
| | Chair, Science Committee |
| | Chair, Programme Committee |
| | Chair, Grants Committee |
| | Chair, Events and Training Committee |
| | The chairs of Committees shall be ex officio Members of Council but shall not thereby be entitled to vote on Council business. |
| Observers: | Chair, Bioscientifica Board |
| | Council may invite a person or persons to attend Council meetings with observer status. Such persons shall not be entitled to vote on Council business. |
| Co-opted members: | The Chair may invite additional stakeholders if and when additional external expertise is required. |
| Quorum: | 5 Elected members (including the Chair) |

## Duration of service

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| President: | 4 years |
| General Secretary: | 4 years |
| Treasurer: | 4 years |

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| Other Elected members: | 4 years |
| Ex officio members: | Co-terminal with term of office |
| Career breaks: | Elected Council members, as trustees of the Society, must decide whether they continue with their trustee responsibilities throughout any career breaks during their term of office, otherwise step down early from their positions. |

Elected Council members who have served for a continuous term of four years shall retire from office and shall not be eligible for re-election for a period of two years unless elected as an Officer.

The President, General Secretary and Treasurer (Officers of the Society) shall serve a continuous term of four years. The first year of a term of office of an Officer shall be served as an Officer Elect and shall coincide with the last year of the incumbent Officer's term of office.

## Remit

The responsibilities of Council members are covered in the Articles of Association, but a brief summary appears below:

- To ensure the Society remains within its charitable remit
- To develop and monitor the Society's strategy and plans
- To manage the business of the Society
- Enter into contracts on behalf of the Society
- Deal with any property issues of the Society
- Regulate the finances and expenditure of the Society, including its investments

Council is able to delegate the implementation of the Society's strategy and day-to-day management to the Society's committees and to staff employed by the Society via the Chief Executive.

- The Officers have the following responsibilities delegated to them:

- To maintain an overview of all aspects of the Society, ensuring that all activities are within the Society's charitable remit and the current strategic plan.
- Act as a triage for Council, providing guidance and direction on:
    - proposals / recommendations from the executive office team, committees and working groups, researching these issues and preparing discussion papers for Council
    - policy issues for the Council agenda, to research these issues and prepare discussion papers for Council
- Act as a management committee for the Society's business affairs to support the Chief Executive between Council meetings.
- To manage the Society's and Bioscientifica's staffing expenditure and consider proposals for changes to this, including consideration of proposals from Remunerations Group.
- The General Secretary and Chief Executive will oversee ongoing changes in staffing requirements (excepting major investments).

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**Additional notes:**

- The Officers and elected Councilors will be the trustees of the Charity and its directors. The Officers and elected Councillors, being the trustees of the Charity, hold ultimate responsibility for the governance, management, finances, compliance and administration of the Charity.
- New Council members will be issued with a job description and remit of the committee, together with the last three sets of meeting minutes and an induction detailing the responsibilities of being a trustee and director.
- All Council discussions, together with written papers and minutes must be treated in strictest confidence.
- All Council 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.
- 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.
- Council members should make every effort to attend all meetings. Attendance records will be kept and reviewed annually. Any Council member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances.
- All Council members need to be paid up members of the Society.
- The Chair and elected members on this committee have voting rights. Ex-officio, co-opted members and Observers shall not be entitled to vote.
- Committee membership should represent key areas of interest and geographical spread, including a minimum of two scientists, two clinicians and one nurse.
- Council members should not hold a concurrent post on the Council or Finance Committee of a Bioscientifica client society. Should the need arise, the member will be asked to step down from Council or delay joining until such time as there is no conflict.
- Council will develop and then review Society strategy every 3-5 years to ensure the Society has clear, SMART objectives which are cascaded to committees and proactively communicated to the membership.
- All Trustees will be offered Society-specific training in finance, equality, diversity and inclusion (EDI), and Trustee responsibilities with additional training in leadership offered to Trustees and Committee Chairs.
- Council should seek professional advice when required, for example advice on legal issues, income generation, governance or EDI.