

## **Information on the role of an ESE Executive Committee member.**

### **General**

All Executive Committee (ExCo) members have equal responsibilities in law to act honestly, fairly, in good faith and in the interests of ESE. No ExCo member may put the interests of another organisation, or of a subset of members, before the general good of ESE. All ExCo members have a responsibility to ensure that ESE is managed legally and to best practice and to ensure that it does not enter into any financial obligations that it does not have funds to meet. All ExCo members should be act as an ambassador for ESE at all appropriate times.

### **Term of Office for Executive Committee members**

The President and President-elect positions are electable positions. The President-elect will be in position for 2 years and then move to the President position for 2 years. The ExCo will choose the Secretary and Treasurer from within the ExCo, their term of office will be four years, with the possibility of extension for either one or two years. The term of office for all ordinary ExCo members will be four years.

### **Conflict of Interest**

Each ExCo member must provide details of any conflict of interests to the ESE Office which will then be added to the Declaration of Interests register.

### **Workload for Executive Committee members**

Executive Committee members must have sufficient time to commit the Society and its activities. A guide on the estimated time required is shown in the table 1 on page 2.

1. ExCo Meetings and the annual European Congress of Endocrinology (ECE)
  - a. The ExCo usually meet three times a year; one Spring meeting, one Autumn meeting and during the annual congress (ECE). Attendance to the annual congress (ECE) is required.
  - b. Occasional teleconferences may be required from time to time.
  - c. Prompt response to email requests/exchanges is expected.
2. Executive Officers Board
  - a. Regular weekly or bi-weekly teleconferences between the ESE President, the CEO and the ESE Office (as determined by the ESE President).
  - b. Regular weekly or bi-weekly teleconferences between the ESE Treasurer, the CEO and ESE Office (as determined by the ESE Treasurer).
  - c. Monthly teleconferences between the Executive Officers and the CEO (usually the first Tuesday of every month). ESE Office representatives to attend as required.
3. Committee meetings
  - a. ExCo members usually chair a committee and this will require additional time not only through attendance to meetings but in terms of liaison with the committee members and the ESE Office to progress activities of the committee. Further information is given in the table above.
4. ESE Profile
  - a. The ESE President will be expected to attend other meetings (world-wide), to represent ESE and to speak at these meetings.
  - b. ExCo members may be required to represent ESE at another meeting, such as meeting of a national society, specialist society or sponsors meeting.
  - c. ExCo members may be required to speak at another meeting, such as a meeting of a national society (ESE European Lecture).

Table 1: A guide on the estimated time commitment required

<b>Activity</b>	<b>President (/President-elect)</b>	<b>Secretary and Treasurer</b>	<b>Executive Committee member (Ordinary)</b>
Attendance at ExCo meetings and ECE	11 days per year	11 days per year	11 days per year
Chair of an ESE Committee and/or participating in an ESE Committee	Included in 'Day-to-day' item below	Included in 'Day-to-day' item below	Committee Chair: Ranging from 0.5 to 1 day per month.  Participating in a Committee: 0.5 day per month depending on the number of committees
Day-to-day ESE activities, liaison with the CEO, ESE Office, ExCo members and other audiences	Half-day per week	Up to two days per month	
Representing ESE or speaking at other meetings	Four to six days per month (including travel time)		

## **ESE Executive Committee: Specific role descriptions**

### **President**

The President's role is one of internal strategic leadership and external-facing representation.

#### **Essential criteria for post:**

- Must maintain and enjoy an international reputation and stature.
- Must be conversant with the strategic aims of the Society (ESE).
- Must have excellent leadership skills.
- Must have been an ESE member for at least two years.
- Must have demonstrated active engagement with the ESE either through a Committee/Working Group or as a previous member of the Executive Committee.
- Sufficient time to commit to the Society and its activities (see table 1 above).

The key responsibilities are:

1. Acting as the voice of ESE externally, primarily through leadership of the International Liaison Committee. Key areas of representation are:
  - a. The European national endocrine societies, as members of ESE.
  - b. Other endocrine societies, especially the US Endocrine Society and the International Society of Endocrinology.
  - c. The European Union, through liaison with the ESE Science Committee, in terms of input to policy and legislation, and of maximising endocrine uptake of grants. The President may nominate an alternative representative if appropriate.
  - d. Other international organisations including the WHO.

2. Chairing the Executive Committee (ExCo), International Liaison Committee of ESE and ESE Council of Affiliated Societies (ECAS) including:
  - a. Chairing meetings of the ExCo, International Liaison Committee and ECAS.
  - b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time
  - c. Moderating discussions and resolving any conflicts to ensure that the ExCo runs consensually.
  - d. Leading strategic planning discussions.
  - e. Maintaining the wider view of ESE's activities and aims.
3. Chairing the Annual General Meeting, including:
  - a. Chairing the meeting.
  - b. Reporting to members on the overview of the year's activities.
  - c. Moderating discussions and questions from the floor.
4. Responsibility for the ESE Office with direct line management responsibility of the Chief Executive Officer (CEO), including:
  - a. Setting regular performance development reviews.
  - b. Setting remuneration on an annual basis, with the ESE Treasurer and Secretary.
  - c. Setting bonus targets and reviewing performance against these, with the ESE Treasurer and Secretary.
  - d. Overall responsibility for staff employed by ESE.
5. Maintaining a quality control overview of ESE's activities and services.

### **President-elect**

The President-elect deputises for the President in his/her absence and takes on one or more special projects as required by the Executive Committee (ExCo). This could include representing the President at meetings that he is unable to attend. The key responsibilities are:

1. Chairing the Membership Committee of ESE, including:
  - a. Chairing meetings of the Membership Committee, together with the designated co-chair.
  - b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
  - c. Monitoring and reporting on trends in membership numbers to the Executive Committee.
2. Chairing meetings of the ExCo or International Liaison Committee in the President's absence.
3. Chairing AGMs in the President's absence.
4. Taking part in discussions and decisions of the Officers of ESE.
5. Representing ESE in the absence of the President.

### **Secretary**

The Secretary is responsible for the smooth running of ESE and for ensuring that it functions according to its constitution. The key responsibilities are:

1. Convening meetings of the ExCo and Annual General Meetings, and ensuring that:
  - a. They are convened and managed according to the constitution, including all elections and balloting.
  - b. The agendas and papers are circulated in advance.
  - c. The minutes are accurately prepared and circulated in a timely fashion.
  - d. Actions are carried out as designated.
2. Chairing the Nominations Committee of ESE, including:

- a. Chairing meetings of the Nominations Committee.
  - b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
  - c. Ensuring that there is an adequate range of nominations to reflect a balanced Executive Committee in terms of geography, gender, special interest and clinical/basic interest.
3. Taking responsibility for membership governance, including:
- a. Ensuring new members are admitted according to the rules.
  - b. Ensuring that the rules remain applicable and satisfactory.
4. Taking responsibility for all grants and awards, including:
- a. Maintaining an overview and proposing any changes or additions to the ExCo.
  - b. Ensuring all grants and awards are publicised widely and in a timely manner.
  - c. Ensuring all grants and awards are managed according to their constitutions.
  - d. In liaison with the ESE Office, POC and Treasurer, ensuring all grant and award winners are dealt with promptly and efficiently.
  - e. In liaison with the Treasurer and the Industry Partnerships Board, ensuring that funds are in place to support grants and awards.

### **Treasurer**

The Treasurer is responsible for the financial planning, book-keeping and financial reporting of ESE, close liaison with the CEO. The key responsibilities are:

1. Leading financial strategy, including:
  - a. Maintaining a strategic overview of ESE's financial requirements and situation and reporting back to the Executive Committee (ExCo).
  - b. Ensuring ESE's activities keep pace with its financial situation.
  - c. Ensuring adherence to legal requirements and to best practice.
  - d. Looking forward to anticipate financial opportunities and risks and reporting on these to the ExCo.
2. Chairing the Finance Committee of ESE, including:
  - a. Chairing meetings of the Finance Committee.
  - b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
  - c. Maintaining the wider view of ESE's activities and aims.
3. Managing ESE's accounts and budgets, including:
  - a. Preparing annual budgets for approval by the Committee chairs, the ESE Executive Officers Board and ratification by the ExCo.
  - b. Managing the book-keeping of ESE in liaison with the auditors.
  - c. Preparing annual accounts in a timely manner, in liaison with the auditors, and presenting these first to the ESE Executive Officers Board, then to the ExCo and lastly to the members, for approval.
  - d. Reporting to the members at each AGM on the financial results and future prospects.

### **Executive Committee members (Ordinary)**

Executive Committee members form the steering group of ESE and also take on responsibilities for specific projects. Key responsibilities may include:

1. Participating in all ExCo meetings unless absence is unavoidable.
2. Representing ESE positively to members and non-members.

3. Putting forward the benefits of membership and encouraging participation in ESE's activities.
4. Taking responsibility for one or more ESE activities, including Chairing one of the ESE committees participating in other committees.

### **Chairs of committees**

1. Each committee will have a remit which will outline the aims and responsibility of the committee, the membership, quorum, number of meetings and frequency etc. Specific committees must be chaired by a member of the ExCo.
2. The committee chair will be responsible for choosing its own members, which can be done through an invitation to the membership. Committee membership is subject to ratification by the ExCo.
3. Where possible the chair of one committee should not chair another committee at the same time unless under special circumstances.