

ESE Young Endocrinologists and Scientists (EYES) Committee

Committee Composition

Co-Chairs:	Two members of the European Society of Endocrinology (ESE), designated by EYES and ratified by the Executive Committee.
Full members:	5-6 members. Members are elected through an anonymous ballot as detailed in the <i>EYES Terms of Reference</i> . Membership of the EYES Committee is open to those who do not hold an Associate Professor/tenured or higher position, and must be in one of the categories below: <ol style="list-style-type: none">1. currently in-training (for clinicians) or a Masters/PhD student,2. current researcher <10 years post-PhD/MD3. <5 years since the completion of residency (for clinicians)
Ex-officio members:	A member of the Executive Committee, designated by the Executive Committee.
Co-opted members:	The designated EYES representative from the various ESE Committees, for reporting and feedback purposes (if not already a committee member).

Quorum

Four (4) full members including the Chair.

Duration of Service

Co-Chairs:	Two years.
Full members:	Four years.
Ex-officio members:	Co-terminous with office.
Co-opted members:	Co-terminous with office.

Reporting

The Committee reports to the ESE Executive Committee through the EYES Committee Co-Chair.

Meetings

1-2 face-to-face meetings per year. In addition, video call meetings will be scheduled every 2 months. Minutes are taken at every meeting and stored on the EYES Google drive.

Remit

1. To act in collaboration with the ESE Executive Committee and foster active engagement of early career investigators (ECIs) within the ESE.
2. To promote activities that engage ECIs and senior members in open dialogue and collaborative initiatives.

Remit

3. To increase ECI awareness of research trends and application of new technologies within the field of endocrinology.
4. To increase engagement of clinical trainees and improve training in endocrinology across Europe.
5. Active involvement of EYES community in scientific and social programs at the European Congress of Endocrinology (ECE), including organising the EYES symposia session at ECE.
6. To increase engagement with all ECIs within endocrinology across Europe.
7. To facilitate translation of scientific findings to government.
8. To raise the profiles of EYES ECIs.

Additional notes

- All Committee members need to be paid up members of the European Society of Endocrinology.
- Committee members should make every effort to attend all meetings. Any Committee member who does not attend a meeting for a year will be asked to step down, other than in exceptional circumstances.
- The Committee will liaise with other ESE Committees as appropriate.
- 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.
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by the Executive Committee.
- Committee membership should represent the key areas of interest; geographical spread; and gender considerations.

Current membership

Co-chairs

Eva Coopmans, Netherlands, (2020-2022) and Ayse Zengin, Australia, (2018-2021).

Full members

Luis Cardoso, Portugal, (EYES Treasurer, 2017-2021).

EYES Committee Representative to be decided.

Daniele Santi, Italy (EYES Secretary, 2018-2022).

Stavroula Paschou, Greece, 2019-2023.

Antoan Stefan Sojat, Serbia, 2020-2024.

Executive Committee member

To be decided.

NB. EYES Committee representatives in ESE Committees are:

Stavroula Paschou, Greece, EYES/Science Committee (2020-2022).

Luís Cardoso, Portugal, EYES/Education Committee (2019-2023).

Luís Cardoso, Portugal, EYES/ECE 2020 (2019-2020).

Eva Coopmans, Netherlands, EYES/Clinical Committee (2020-2022)

ESE Young Endocrinologists and Scientists Board Terms of Reference (TOR)

1. Mission

The European Young Endocrine Scientists (EYES), formed in 2013 to promote research excellence, active engagement and development of early career investigators (ECIs), within Europe across all disciplines of endocrinology.

In 2019, EYES became the official ECI branch of the ESE and was renamed ESE Young Endocrinologists and Scientists (EYES).

2. Objectives

- 2.1 To act in collaboration with the ESE Executive Committee and foster active engagement of ECIs within the ESE
- 2.2 To promote activities that engage ECIs and senior members in open dialogue and collaborative initiatives
- 2.3 To increase ECI awareness of research trends and application of new technologies within the field of endocrinology
- 2.4 To increase engagement of clinical trainees and improve training in endocrinology across Europe
- 2.5 Active involvement of EYES community in scientific and social programs at the European Congress of Endocrinology (ECE) and in educational programmes directly designed for young endocrinologists (such as postgraduate courses)
- 2.6 To increase engagement with all ECIs within endocrinology across Europe
- 2.7 To facilitate translation of scientific findings to government
- 2.8 To raise the profiles of EYES ECIs

3. Definition of an Early Career Investigator (ECI)

All individuals within the EYES community must not hold an Associate Professor (i.e. one step before full Professorship) or higher position, and must be in one of the categories below:

- currently in-training (for clinicians) or a Masters/PhD student,
- current researcher <10 years post-PhD/MD
- <5 years since the completion of residency (for clinicians)

4. Committee Structure

The EYES Board will consist of 2 Co-Chairs and at least 5 members, with a balance of clinicians and researchers, and men and women.

4.1 Duration of Term

Each Board member must complete a term of 4 years, with no option of re-election. The term of co-chair is 2 years, irrespective of how many years have already been completed on the EYES Board.

4.1.1 Special Considerations

In the event that an EYES Board member is unable to complete their 4-year term, the EYES Board will elect a new Board member from the applicants who applied for the current term but were not elected in the previous elections of Board members. If a Board member requires time off due to pregnancy/birth of a child, they will need to inform the Co-chairs in writing (1 month in advance) and will be given 1 year leave from official Board duties, and will be expected to return at the end of the 1 year. During this time, a new Board member or Co-Chair will not be elected to replace them, and the duties will be equally split with the remaining Board. However, if the Board member decides to continue and be active, then they will be most welcome. Under no circumstances will there be an extension of the term irrespective of taking a leave of absence or continue.

4.2 Application to become an EYES Board Member

- Meet the definition of an ECI
- Current member of the ESE for at least 12 months
- Submission of a complete application form, CV and portrait photo

All EYES Board members will be elected by the existing EYES Board through an anonymous online ballot system (Google Forms).

Once appointed, Board members will be able to nominate themselves to a role within the Board (e.g. Secretary, Treasurer etc) and become a representative on the various ESE committees. Where there are more nominees than available positions for a particular representation, EYES co-chairs will decide.

4.3 Co-Chair

There are 2 Co-Chairs in EYES. Co-Chairs will be elected by the existing EYES Board through an anonymous online ballot system. Prior to the annual Board meeting (held in March/April every year), Board members who would like to nominate themselves for the Co-Chair position will do so 2 weeks prior, by notifying the existing Co-Chairs. An anonymous vote will be held online to elect the next co-chair. EYES Co-Chairs may only serve one 2-year term.

To ensure a smooth transition, only 1 Co-Chair will be elected per term. As such there will be one Co-Chair who is experienced in this role who can share their knowledge with the newly elected co-chair. Therefore, there will never be two new Co-Chairs elected at the same time.

5. Roles and Responsibilities of Board Members

All Board members should be actively involved in brainstorming new ideas, corresponding via email in a timely manner (within 1 week), developing future programs, providing regular feedback and updates on responsibilities, and evaluating past programs of EYES.

5.1 Career Development

- Plan and head EYES initiatives aimed at career development of ECIs
- Facilitate the EYES Mentoring Programme

5.2 Clinical Training

- Liaise with the ESE regarding the European wide Endocrinology Exam.
- Facilitate a working group for the development of the Question of The Week (QOTW) initiative.
- Plan and head EYES initiatives aimed at increasing engagement of clinical trainees and improving training in endocrinology.
- Plan and organise events focussed on clinical training at the annual EYES meeting and/or ECE.
- Plan and develop the Clinical Observership Program (C.O.P)

5.3 Secretary

- Responsible for drafting minutes of meetings and any communications of the EYES Board.
- Drafting of the Minutes from the Annual General Meeting (AGM) held at the annual EYES Meeting.
- The Co-Chairs will be responsible for drafting the Annual EYES Report to be sent to ESE and for circulation and discussion at the ESE Executive Committee Meeting.
- Prepare a final year report 2 weeks prior to the Annual EYES Board Meeting (held in March).

5.4 Treasurer

- Responsible for collecting and itemising all expenses in an excel sheet on the EYES Google Drive.
- Ensure that record-keeping and accounts are in accordance with ESE rules.
- Be in regular contact with ESE (Andrea Davis) with regards to the EYES budget.
- Prepare a final year report on expenditure and any income, 2 weeks prior to the Annual EYES Board Meeting (held in March).

5.5 EYES Newsletter Editorial Board

- The Editorial Board consists of an Editor, Formatter (using LucidPress) and journalists.
- Majority of the Editorial Board will be also EYES Board members who lead the Editorial Board. 2-3 members of the Editorial Board can be EYES community members that will form the journalist category and seek out interviews and articles. These individuals will be recruited from a call out to the community and will serve on the Editorial Board for 2 years. If there are several applicants, an online anonymous voting system will be held by all EYES Board members.

5.6 Webmaster

- Responsible for the design, update and maintenance of the EYES Membermojo and the EYES webpage on the ESE Website.

5.7 ESE Committee Representatives

- There will be a Board member, representing EYES on the following ESE committees, and will serve a 2 year term:
Education, Post Graduate (PG) Course, ECE Program Organising Committee (POC), Science, ESE Newsletter and ECAS.
- Only current Board members will be representatives on these committees.

6. Governance and Procedures

6.1 Meetings

Meetings are held every 2 months via an online video call (using Zoom or Skype). There will be 2 Board meeting held per year – one in March/April and the second will be one day before the annual EYES meeting (usually September).

6.2 Minutes

Minutes of each meeting will be kept by the Secretary, signed off by the Co-Chairs and uploaded onto the EYES Google Drive folder within one week from the date of the meeting.

6.3 Committee actions required between meetings

Committee actions required between meetings may be undertaken without a meeting, using the email provisions for a full meeting and ratified at the next EYES meeting to be filed with the minutes of the proceedings of that meeting.

6.4 Attendance In addition to Board members of EYES, advisers and other parties external to EYES may be invited by the Co-Chair/s as a special guest attending in a non-voting capacity.

6.5 Voting

As far as possible, decisions or recommendations of EYES will be made by consensus. Where consensus cannot be reached, the majority of votes of the Board members of EYES will be used to decide or recommend. In the event of an equality of votes, the Co-Chairs shall have a second or casting vote. Typically, such voting will be via written ballot or email communication.

Members are expected to respond to all communications in a timely Manner where a decision is required.

6.6 Quorum

Five voting members.

6.7 Adherence to standards

6.7.1 All matters relating to EYES are confidential. Where confidentiality is breached by a Board member, their role on the Board may be discontinued.

6.7.2 Where a member is operating outside the scope of these Terms Of Reference, their role within the EYES Board may be discontinued.

6.7.3 Conflict of interest. Members with potential conflicts of interest relating to particular topics must disclose these to EYES in a timely manner. Depending on the nature and level of conflict of interest, the member/s may be asked to recuse themselves from discussion and advice.

6.8 Reporting

The EYES Board reports to the ESE via the Co-Chairs, in writing. Minutes of the meetings are recorded and kept on the EYES Google Drive.

6.9 Review of Terms of Reference

The TOR will be reviewed by all current EYES Board members per year, relevant adjustments will be made, and discussed at the March/April Board meeting.