

## Education Committee

### Committee Composition

Chair:	A member of the Executive Committee, designated by the Executive Committee.
Full members:	<p>Typically, 8 members, but with the flexibility to increase to 10 members if required.</p> <p>An open call for available Committee positions will be advertised. ESE members can apply themselves or nominate someone else. Current Committee members can also make nominations. This Committee will review and vote on the applications/nominations received. The Committee Chair will then propose the new member(s) to the Executive Committee, who will ratify the new member(s).</p> <p>One member to be a representative from EYES and two members to represent smaller eastern European countries.</p>
Ex-officio members:	<p>ESE President.*</p> <p>ESE President-Elect.*</p> <p>ESE Science Committee Chair.</p> <p>UEMS Representative.</p> <p>ESE Exam Board Co-Chair.</p>
Co-opted members:	<p>*It is not mandatory for the President / President-Elect to attend committee meetings but should receive a copy of the meeting minutes.</p> <p>Up to two additional members may be co-opted for a limited period to fulfil a specific role, subject to Executive Committee approval.</p>

**Quorum** Fifty percent (50%) of Full Members (including the Chair) +1

### Duration of Service

Chair:	Four years or co-terminous with office, if applicable.
Full members:	Four years.
Ex-officio members:	Co-terminous with office.
Co-opted members:	Up to two years, but with the option to extend to four years in total with approval from the Executive Committee.

**Reporting** The Committee reports to the ESE Executive Committee through the Education Committee Chair.

**Meetings** Two meetings per year; meetings can be held via telecon/video conference.  
The work of the committee is very important. Committee members are expected to attend all committee meetings and to participate in committee related email communications.

Committee members who do not attend three consecutive meetings (or one meeting in a year if meetings are held annually) will be asked to step down, other than in exceptional circumstances.

## **Remit**

1. To develop and maintain a financially sustainable education strategy for ESE.
2. To develop detailed plans for proposed activities, including budgets, programmes and venues, working with the ESE Office as required.
3. To monitor progress on all activities and report back to the Executive Committee.
4. To prepare a final assessment for the Executive Committee after each activity.
5. To maintain the ESE Recommended Curriculum of Specialisation in Endocrinology, Diabetes and Metabolism and ensure this is kept up to date.
6. To work in collaboration with UEMS to develop and maintain the European Board Examination in Endocrinology, Diabetes and Metabolism, nominating representatives to the question writing group, standard setting group and examination board as required.
7. To maintain and deliver the ESE Postgraduate Education Programme, including physical events and online educational resources.
8. To manage the ESE Clinical Update programme, collaborating with local organisers where required and ensuring this remains high quality and relevant and aligned with ESE's strategic aims.
9. To manage the ESE Small Meeting Grant programme.
10. To ensure that ESE remains relevant and attractive to early-career members.
11. To work towards the financial sustainability of the Education Committee activities.

## **Additional notes**

- All Committee members need to be paid up members of the European Society of Endocrinology.
- The work of the committee is very important. Committee members are expected to attend all committee meetings and to participate in committee related email communications.
- Committee members who do not attend three consecutive meetings (or one meeting in a year if meetings are held annually) 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.
- The use of an AI 'otter' to join meetings/take notes at a committee meeting is not permitted unless expressly authorised by the Chair.
- 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.
- The Society is committed to equal opportunities and the promotion of equality, diversity and inclusion and where possible this committee should follow the principles of [ESE's Equality, Diversity and Inclusion Policy](#).
- Committee membership should represent the key areas of interest; geographical spread; and gender considerations.