

## ESE Young Endocrinologists and Scientists (ESE EYES) Committee

### Committee Composition

Co-Chairs:	<p>Two members of the European Society of Endocrinology (ESE), designated by EYES and ratified by the Executive Committee.</p> <p>The Co-Chairs are current members of the ESE EYES Committee and should have two years left of their term of office (also see note below in 'Roles within the Committee').</p>
Full members:	<p>Typically, 7 members, but with the flexibility to increase to 12 members if required.</p> <p>The aim is to have three positions each year available. An open call for the 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>Committee membership is open to those who do not hold an Associate Professor/tenured or higher position, and must be in one of the categories below:</p> <ol style="list-style-type: none"><li>1. Clinicians and Clinician Scientists Up to 5 years qualified (5 years post specialty/subspecialty)</li><li>2. Scientist PhD students or up to 10 years post PhD with no clinical training</li></ol>
Ex-officio members:	None stated.
Co-opted members:	The designated EYES representative from the various ESE Committees, for reporting and feedback purposes (if not already a committee member).

### Quorum

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

### 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 to 2 face-to-face meetings per year (ideally held alongside other events/meetings). In addition, video call meetings will be scheduled every two months.

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 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
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.

## Roles within the Committee

- **Co-Chair position**

The Co-Chair position is for two years. Committee members applying for the Co-Chair position must have at least two years left of their term of office. Co-Chair in year 1 is the 'junior' and Co-Chair in year 2 is the 'senior'.

The 'junior' Co-Chair is the representative on the IPB for one year, the 'senior' Co-Chair is on the Executive Committee (ex-officio) for one year, and then moves to the Public Affairs Committee as Past-Chair for one year.

- **ESE EYES Committee members are representatives on other ESE Committees**

Each ESE EYES representative on an ESE Committee will have a designated shadow to allow newer members to learn from more experienced members. Representatives will serve a maximum term of two years, after which the shadow will assume the role.

- **Timeframes**

Some exceptions to timeframes may apply in specific circumstances (e.g. pregnancy / training abroad/ illness, that prevents participation in Committee activities). In such cases, the term may be extended to account for the period of absence, subject to ratification by the Executive Committee.

- **Decision making**

The ESE EYES Committee has a formal documented voting system for decision making and role allocation/event representation etc, to ensure everyone is acknowledged and able to give opinion. All formal votes must take place using ESE's voting form system and be stored securely by ESE.

## **Additional notes**

- All Committee members need to be paid up members of the European Society of Endocrinology.
- The Committee will liaise with other ESE Committees as appropriate and other Committee Chairs can be called upon to attend meetings, if needed. The President and/or President-Elect can be invited to attend or choose to attend a meeting – either in full or for a specific agenda item.
- All papers and minutes must be treated in strictest confidence.
- Minutes of meetings will be sent to the President/ President-Elect when circulated to the Committee members. Minutes will also be circulated to the Executive Committee.
- 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.