Congress Committee

Committee Composition

Chair:	A member of the Executive Committee, designated by the Executive Committee.
Full members:	Typically, 8 members, but with the flexibility to increase to 10 members if required. 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). One member to be a representative of ESE EYES (proposed by ESE EYES Committee). ESE Treasurer (co-terminous with office).
Ex-officio members:	Chief Executive Officer.
Co-opted members:	Additional members may be co-opted for a limited period to fulfil a specific role, including representatives of several recent and forthcoming LOCs and/or POCs (Local and/or Programme Organising Committees).

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

Duration of Service

Chair:	Co-terminous with office.
Full members:	4 years.
Ex-officio members:	Co-terminous with office.
Co-opted members:	The POC Joint Chairs can be invited on the committee from two years previous, as appropriate. LOC Chairs can be invited on the committee from two years previous, as appropriate. Co-opted members do not have voting rights.

Reporting The Committee reports to the ESE Executive Committee through the Congress Committee Chair.

Meetings The Congress Committee will usually meet at least twice a year. Other business will usually be conducted by email.

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 provide a link between the vision and strategy of the Executive Committee and the ESE Team and PCO (Professional Congress Organiser).
2. To provide input to the PCO, ESE Team and Executive Committee for the initial critical evaluation of proposals from candidate cities and the selection of 2-3 final challengers for each annual congress.
3. To provide a link to the ESE Team in relation to practical items such as industry time slots, programme, and educational concepts etc.
4. To support the Committee Chair through:
    a. Advising the PCO, ESE Team and ESE Executive Committee on policy decisions regarding ECE Congresses.
    b. Assisting the PCO and ESE Team in providing guidance for the Local Organising Committees (LOCs) of future meetings.

Note: The Congress Committee Chair is responsible for the ECE in terms of strategic overview and the scientific programme content. The role of the Congress Committee Chair and the Joint POC Chairs is detailed in the POC Guidelines document.

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.

ESE Team member responsibility: Event Operations Manager.