

Publishing and Communications Committee

Committee Composition

Chair:	A member of the Executive Committee, designated by the Executive Committee.
Full members:	Editor-in-Chief of <i>Endocrine Connections</i> (EC EiC). Editor in Chief, <i>Environmental Endocrinology</i> (EE EiC). Editor-in-Chief of <i>European Journal of Endocrinology</i> (EJE EiC). Editor in Chief, Obesity and Endocrinology (OE EiC). ESE President. ESE President-Elect. ESE Treasurer. Endocrine Views (Magazine) Editor EYES News (Magazine) Editor
Ex-officio members:	Chief Executive Officer.
Co-opted members:	Up to two additional members may be co-opted for a limited period to fulfil a specific role, subject to Executive Committee approval.

Quorum

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

Duration of Service

Chair:	Co-terminous with office.
Full members:	Four years or co-terminous with office, if applicable.
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 Publishing and Communications Committee Chair.

Meetings

Three 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 propose to the ESE Executive Committee the ESE strategy with respect to publishing and communications, including but not exclusive to: journal publications; magazines; website; monthly email alerts; and media activity.
2. To monitor performance against agreed strategy, and report to the Executive Committee.
3. To improve the profile of ESE through all appropriate media channels.
4. To manage affiliations with other publications.
5. To monitor the reserve policy for the Society owned journals and to propose changes to the ESE Finance Committee.
6. To review the financial results and budgets of the Society owned journals and report to the ESE Finance committee.

Additional notes

- Due to the confidential matters discussed surrounding the Society owned journals, all meeting discussion, papers and minutes must be treated in strictest confidence.
- 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.
- Minutes will 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: Head of Membership, Communications and Marketing.

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