Information on the role of an ESE Executive Committee member.

General

All Executive Committee (ExCo) members have equal responsibilities in law to act honestly, fairly, in good faith and in the interests of ESE. No ExCo member may put the interests of another organisation, or of a subset of members, before the general good of ESE. All ExCo members have a responsibility to ensure that ESE is managed legally and to best practice and to ensure that it does not enter into any financial obligations that it does not have funds to meet. All ExCo members should be act as an ambassador for ESE at all appropriate times.

Term of Office for Executive Committee members

The President and President-Elect positions are electable positions. The President-Elect will be in position for two years and then move to the President position for two years. The ExCo will choose the Secretary and Treasurer from within the ExCo, their term of office will be four years, with the possibility of extension for either one or two years. The term of office for all ordinary ExCo members will be four years.

Responsibilities of an Executive Committee member

The members of the Executive Committee are the directors of ESE, with the legal responsibilities of directors. ESE is also a charity registered in the UK, and the ESE directors are Trustees of the charity. Further information is provided in Trustees' responsibilities: Key points for Executive Committee candidates.

Code of Conduct and other Policies

We are committed to fostering an inclusive and respectful environment that promotes excellence in research, education, and clinical practice in endocrinology. Our Code of Conduct outlines the principles and behaviours expected from all individuals associated with ESE, including employees, volunteers, committee members, speakers and attendees at ESE events.

The Code of Conduct, together with other policies, are available on the ESE website.

Conflict of Interest

Each ExCo member must provide details of any conflict of interests to the ESE Office which will then be added to the Declaration of Interests register. ExCo members are requested to maintain an up–to-date Declaration of Conflict of Interest which they can access through their Members Area of the ESE website.

Executive Committee members are not allowed to speak at or chair industry symposia at ECE. Please also note that Executive Committee members are not allowed to apply for ESE grants or Awards (as set out in each Award eligibility).

Equal opportunities

ESE is committed to equal opportunities and the promotion of equality, diversity and inclusion. Where possible committees (and other groups/boards) should follow the principles of ESE's Equality, Diversity and Inclusion Policy. A copy is available on the ESE website.

Workload for Executive Committee members

Executive Committee members must have sufficient time to commit the Society and its activities. A guide on the estimated time required is shown in the table 1 on page 2. Appendix A gives an overview of ExCo membership to other committees, boards or groups.

1. ExCo Meetings and the annual European Congress of Endocrinology (ECE)
    a. The ExCo usually meet three or four times a year; one Spring meeting (digital), one Autumn meeting (in-person), once during the annual congress (ECE) and one post ECE (digital). Attendance to the annual congress (ECE) is required.
    b. Occasional additional video/teleconferences may be required from time to time.
    c. Prompt response to email requests/exchanges is expected.

2. Executive Officers Board
    a. Regular weekly or bi-weekly teleconferences between the ESE President, the CEO and the ESE Office (as determined by the ESE President).
    b. Regular weekly or bi-weekly teleconferences between the ESE Treasurer, the CEO and ESE Office (as determined by the ESE Treasurer).
    c. Monthly teleconferences between the Executive Officers and the CEO (usually the first Tuesday of every month). ESE Office representatives to attend as required.

3. Committee meetings
    a. ExCo members usually chair a committee and this will require additional time not only through attendance to meetings but in terms of liaison with the committee members and the ESE Office to prepare for committee meetings and progress activities of the committee. Further information is given in the table below.

4. ESE Profile
    a. The ESE President will be expected to attend other meetings (world-wide), to represent ESE and to speak at these meetings.
    b. ExCo members may be required to represent ESE at another meeting, such as meeting of a national society, specialist society or sponsors meeting.
    c. ExCo members may be required to speak at another meeting, such as a meeting of a national society (ESE European Lecture).

Table 1: A guide on the estimated time commitment required

Activity	**President (/President-Elect)**	**Secretary and Treasurer**	**Executive Committee member (Ordinary)**
Attendance at ExCo meetings and ECE	11 days per year	11 days per year	11 days per year
Chair of an ESE Committee and/or participating in an ESE Committee	Included in 'Day-to-day' item below	Included in 'Day-to-day' item below	Committee Chair: Ranging from 0.5 to 1 day per month. Participating in a Committee: 0.5 day per month depending on the number of committees
Day-to-day ESE activities, liaison with the CEO, ESE Office, ExCo members and other audiences	Half-day per week	Up to two days per month	Ranging from 0.5 to 1 day per month.
Representing ESE or speaking at other meetings	Four to six days per month (including travel time)	As required	As required

ESE Executive Committee: Specific role descriptions

President

The President's role is one of internal strategic leadership and external-facing representation. Appendix A gives an overview of the President's membership to other committees, boards or groups.

Essential criteria for the role of President (and President-Elect)

- Must maintain and enjoy an international reputation and stature.
- Must be conversant with the strategic aims of the Society (ESE).
- Must have excellent leadership skills.
- Must have been an ESE member for at least the last three years.
- Must not be an Officer (President, Vice President, Secretary, Treasurer) of another society with an overlapping term of office.
- Must have demonstrated active engagement with the ESE either through a Committee/Working Group or as a previous member of the Executive Committee.
- Sufficient time to commit to the Society and its activities (see table 1 above).

The key responsibilities are:

1. Acting as the voice of ESE externally, key areas of representation are:
    a. The European national endocrine societies, as members of ESE.
    b. Other endocrine societies, especially the US Endocrine Society and the International Society of Endocrinology.
    c. The European Union, through liaison with the Public Affairs Committee, in terms of input to policy and legislation, and of maximising endocrine uptake of grants. The President may nominate an alternative representative if appropriate.
    d. Other international organisations including the WHO.

2. Chairing the Executive Committee (ExCo) and ESE Council of Affiliated Societies (ECAS) including:
    a. Chairing meetings of the ExCo and ECAS.
    b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time
    c. Moderating discussions and resolving any conflicts to ensure that the ExCo runs consensually.
    d. Leading strategic planning discussions.
    e. Maintaining the wider view of ESE's activities and aims.

3. Chairing the Annual General Meeting, including:
    a. Chairing the meeting and reporting to members on the overview of the year's activities.
    b. Moderating discussions and questions from the floor.

4. Chairing the Executive Officers Board, including:
    a. Chairing regular (usually monthly) meetings of the Executive Officers Board.
    b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
    c. Ensuring that recommendations of the Board are taken forward to ExCo as appropriate.

5. Responsibility for the ESE Office with direct line management responsibility of the Chief Executive Officer (CEO), including:
    a. Setting regular performance development reviews.
    b. Setting remuneration on an annual basis, with the ESE Treasurer and Finance Committee.
    c. Setting bonus targets and reviewing performance against these, with the ESE Treasurer and Finance Committee.
    d. Overall responsibility for staff employed by ESE.

6. Maintaining a quality control overview of ESE's activities and services.

President-Elect

The President-Elect deputises for the President in his/her absence and takes on one or more special projects as required by the Executive Committee (ExCo). This could include representing the President at meetings that they are unable to attend. Appendix A gives an overview of the President-Elect's membership to other committees, boards or groups.

Essential criteria for the role of President (and President-Elect)

- Must maintain and enjoy an international reputation and stature.
- Must be conversant with the strategic aims of the Society (ESE).
- Must have excellent leadership skills.
- Must have been an ESE member for at least the last three years.
- Must not be an Officer (President, Vice President, Secretary, Treasurer) of another society with an overlapping term of office.
- Must have demonstrated active engagement with the ESE either through a Committee/Working Group or as a previous member of the Executive Committee.
- Sufficient time to commit to the Society and its activities (see table 1 above).

The key responsibilities are:

1. Chairing the Patient Advocacy Group (PAG) Board of ESE, including:
    a. Chairing meetings of the PAG Board
    b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
    c. Actions are carried out as designated.

2. Chairing meetings of the ExCo or other meetings in the President's absence.

3. Chairing AGMs in the President's absence.

4. Chairing the Executive Officers Board in the President's absence.

5. Taking part in discussions and decisions of the Officers of ESE.

6. Representing ESE in the absence of the President.

Secretary

The Secretary is responsible for the smooth running of ESE and for ensuring that it functions according to its constitution. Appendix A gives an overview of the Secretary's membership to other committees, boards or groups.

Essential criteria for the role of (Ordinary) Executive Committee members (including Secretary and Treasurer)

- Must have been an ESE member for at least the last three years.
- Must not be an Officer (President, Vice President, Secretary, Treasurer) of another society with an overlapping term of office.
- Must have demonstrated active engagement with the ESE through a Committee/Working Group.
- Sufficient time to commit to the Society and its activities (see table 1 above).

The key responsibilities are:

1. Convening meetings of the ExCo and Annual General Meetings, and ensuring that:
    a. They are convened and managed according to the constitution, including all elections and balloting.
    b. The agendas and papers are circulated in advance.
    c. The minutes are accurately prepared and circulated in a timely fashion.
    d. Actions are carried out as designated.

2. Chairing the Nominations Committee of ESE, including:
    a. Chairing meetings of the Nominations Committee.
    b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
    c. Ensuring that there is an adequate range of nominations to reflect a balanced Executive Committee in terms of geography, gender, special interest and clinical/basic interest.

3. Co-Chairing the Membership Committee of ESE, including:
    a. Co-Chairing meetings of the Membership Committee, together with the designated co-chair.
    b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
    c. Monitoring and reporting on trends in membership numbers to the Executive Committee.

4. Taking part in discussions and decisions of the Officers of ESE.

5. Taking responsibility for membership governance, including:
    a. Ensuring new members are admitted according to the rules.
    b. Ensuring that the rules remain applicable and satisfactory.

6. Taking responsibility for all grants and awards, including:
    a. Maintaining an overview of the awards programme and proposing any changes or additions to the ExCo (in liaison with the ESE Major Awards Panel).
    b. Ensuring all grants and awards are publicised widely and in a timely manner.
    c. Ensuring all grants and awards are managed according to the rules.
    d. In liaison with the ESE Office and Treasurer, ensuring all grant and award winners are dealt with promptly and efficiently.
    e. In liaison with the Treasurer ensuring that funds are in place to support grants and awards.

Treasurer

The Treasurer is responsible for the financial planning, book-keeping and financial reporting of ESE, in close liaison with the CEO. Appendix A gives an overview of the Treasurer's membership to other committees, boards or groups.

Essential criteria for the role of (Ordinary) Executive Committee members (including Secretary and Treasurer)

- Must have been an ESE member for at least the last three years.
- Must not be an Officer (President, Vice President, Secretary, Treasurer) of another society with an overlapping term of office.
- Must have demonstrated active engagement with the ESE through a Committee/Working Group.
- Sufficient time to commit to the Society and its activities (see table 1 above).

The key responsibilities are:

1. Leading financial strategy, including:
    a. Maintaining a strategic overview of ESE's financial requirements and situation and reporting back to the Executive Committee (ExCo).
    b. Ensuring ESE's activities keep pace with its financial situation.
    c. Ensuring adherence to legal requirements and to best practice.
    d. Looking forward to anticipate financial opportunities and risks and reporting on these to the ExCo.

2. Chairing the Finance Committee of ESE, including:
    a. Chairing meetings of the Finance Committee.
    b. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
    c. Maintaining the wider view of ESE's activities and aims.

3. Managing ESE's accounts and budgets, including:
    a. Preparing annual budgets for approval by the Committee chairs, the ESE Executive Officers Board and ratification by the ExCo.
    b. Managing the book-keeping of ESE in liaison with the auditors.
    c. Preparing annual accounts in a timely manner, in liaison with the auditors, and presenting these first to the ESE Executive Officers Board, then to the ExCo and lastly to the members, for approval.
    d. Reporting to the members at each AGM on the financial results and future prospects.

4. Taking part in discussions and decisions of the Officers of ESE.

Executive Committee members (Ordinary)

Executive Committee members form the steering group of ESE and also take on responsibilities for specific projects.

Essential criteria for post:

- Must have been an ESE member for at least the last three years.
- Must not be an Officer (President, Vice President, Secretary, Treasurer) of another society with an overlapping term of office.
- Must have demonstrated active engagement with the ESE through a Committee/Working Group.
- Sufficient time to commit to the Society and its activities (see table 1 above).

Key responsibilities may include:

1. Participating in all ExCo meetings unless absence is unavoidable.

2. Representing ESE positively to members and non-members.

3. Putting forward the benefits of membership and encouraging participation in ESE's activities.

4. Taking responsibility for one or more ESE activities, including Chairing one of the ESE committees and participating in other committees, boards or groups.

Chairs of committees

1. Each committee will have a remit which will outline the aims and responsibility of the committee, the membership, quorum, number of meetings and frequency etc. Specific committees must be chaired by a member of the ExCo.
2. Where possible the chair of one committee should not chair another committee at the same time unless under special circumstances.

Committees, Boards and other groups

1. Appendix A is an overview of Committee Chair membership of other committees and groups, and positions held after the term of office has been completed ('past' positions).
2. The President and President-Elect are to receive a copy of the meeting minutes for all meetings.

Appendix A

	President	President-Elect	Treasurer	Secretary	Clinical Com. Chair	Congress Com. Chair	Education Com. Chair	Public Affairs Committee Chair	Publishing and Communications Com. Chair	Rare Disease Com. Chair	Science Com. Chair	ECAS Representative	EYES Com. Chair (or rep)	Nurse Com. Chair (or rep)	PAST-positions	Other/ Notes
Executive Committee	Chair	Member	Member	Member	Member	Member	Member		Member	Member	Member	Ex-Officio	Ex-Officio	Ex-Officio		
Executive Officers Board	Chair	Member	Member	Member												CEO
Clinical Committee					Chair								EYES representative	Nurse representative		
Congress Committee			Member			Chair							EYES representative			CEO and DSP Ex-Officio, POC and LOC Co-Opted
Education Committee							Chair						EYES representative	Nurse representative		UEMS and Exam Board Chair Ex-Officio
ECAS	Chair	Ex-Officio	Ex-Officio	Ex-Officio								Representative				ExCo can attend meetings
EYES Committee													Chair			
Finance Committee	Member	Member	Chair												Immediate Past President and Treasurer. Alternative allowed	CEO and DSP Ex-Officio

	President	President-Elect	Treasurer	Secretary	Clinical Com. Chair	Congress Com. Chair	Education Com. Chair	Public Affairs Committee Chair	Publishing and Communications Com. Chair	Rare Disease Com. Chair	Science Com. Chair	ECAS Representative	EYES Com. Chair (or rep)	Nurse Com. Chair (or rep)	PAST-positions	Other/ Notes
Industry Partnership Board	Member	Member				Member	Member			Member			Member (incoming ExCo rep/EYES Chair)			Co-Chair CEO and Industry Rep, DSP Ex-Officio
Membership Committee		Member		Co-Chair								Co-Chair	EYES representative	Nurse representative		
Nominations Committee	Member	Member		Chair								Member				Upto two ExCo members, CEO Ex-Officio
Nurse Committee														Chair		
Public Affairs Committee	Member	Member			Member			Immediate Past President is Chair (or alternative – see remit			Member	Member	Member (outgoing ExCo rep/EYES Chair)	Member	Immedia Past President is Chair, EMA Rep, BioMed Rep	Chair of EDC working Group and EMA/Biomed reps
Publishing and Communications Committee	Member	Member	Member						Chair				EYES Magazine Editor			Journal EIC Members, Endocrine Views EIC member, CEO Ex-Officio
Rare Disease Committee	Ex-Officio	Ex-Officio			Ex-Officio		Ex-Officio			Chair	Ex-Officio		Ex-Officio			Membership/remit under review
Science Committee											Chair		Member			

Other groups:	President	President-Elect	Treasurer	Secretary	Clinical Com. Chair	Congress Com. Chair	Education Com. Chair	Public Affairs Committee Chair	Publishing and Communications Com. Chair	Rare Disease Com. Chair	Science Com. Chair	ECAS Representative	EYES Com. Chair (or rep)	Nurse Com. Chair (or rep)	PAST-positions	Other/ Notes
COI Review Group			Member	Member											Immediate past President Chair, Immediate past Secretary and past Treasurer members (alternative allowed)	CEO Ex-Officio
Patient Advocacy Group Board		Chair								Member			Member	Member		CEO and DSP Ex-Officio
Endocrine Views Editorial Board													Member			See remit. Chair is Member of Pubs and Coms
EYES News Editorial Board																See remit
Journal Editorial Board(s)									ESE representative							
ECE POC			Ex-Officio			Chair (with POC Joint Chairs)				Ex-Officio			EYES representative	Nurse representative		Two Joint POC Chairs. ECAS and ESPE rep
Exam Board and Exam Standard Settings Group							Member of both									

	President	**President-Elect**	**Treasurer**	**Secretary**	**Clinical Com. Chair**	**Congress Com. Chair**	**Education Com. Chair**	**Public Affairs Committee Chair**	**Publishing and Communications Com. Chair**	**Rare Disease Com. Chair**	**Science Com. Chair**	**ECAS Representative**	**EYES Com. Chair (or rep)**	**Nurse Com. Chair (or rep)**	**PAST-positions**	**Other/ Notes**
EMA Healthcare representative					Immediate past Chair is first representative with current Chair as second/back-up representative										Immediate past Clinical Com Chair is first representative; with current Chair as second/back-up representative	
Awards					Alternate for Transatlantic Alliance Award (3 year)						Transatlantic Alliance Award (3 year)	European Hormone Medal		Endocrine Nurse Award		