

Terms of reference Early Career Committee (ECC) for ISE

1. NAME

The Committee shall be known as the Early Career Committee (ECC) for the International Society of Endocrinology.

2. PURPOSE

An ECC would assist in achieving the goals of the ISE by strengthening the society's succession planning, improving the development of educational initiatives that target trainees and sourcing information of the needs of the next generation of Endocrinologists. Understanding the needs of the next generation of clinicians and academics will be essential for ISE to remain relevant and successful.

The ECC aims to provide greater input into the services and activities provided by ISE to the Endocrinology community. This will include promoting networking functions, engaging in discussions on topics affecting early career researchers and trainees and providing representation of early career endocrinologists to the ISE Executive Committee:

- To promote networking throughout the ISE community by:
 - Establishing trainee networking events, both scholarly and social, at ICE meetings
 - Promoting research, exchange and training collaborations through but not limited to ISE
 - Developing mentoring opportunities for Early Career Researchers
 - Advocating for activities that promote career development for trainees.
- In collaboration with the Education & Endorsement Working Group, promote educational events to increase the knowledge and skills of trainees by:
 - Suggesting appropriate workshops to be held by ICE
 - Suggesting visiting speakers and special sessions to ICE
 - Promoting early career researcher presentations
- To provide a communication channel for trainees to voice their ideas and opinions to the ISE Executive, such as:
 - Mentoring and supervision
 - Educational needs
 - Review/feedback sessions of ISE activities and its Strategic Plan
 - Investigate potential of funding opportunities.

5. ACCOUNTABILITY

The ECC reports to the ISE Executive Committee through its Chair.

6. RESPONSIBILITIES

- The Chair will report the relevant deliberations to the ISE Executive Committee
- The meetings of the ECC will be recorded and can be made available to the ISE Executive Committee at request.

7. MEMBERSHIP

To be eligible to join the ECC you should meet one of the following criteria:

1. Early Career Researcher: a basic, translational or clinical researcher with a PhD or MD who has completed their training within the last 10 years.
2. Early Career Clinical Trainee: a certified board (pediatric) endocrinologist within the last 10 years.

Terms of reference Early Career Committee (ECC) for ISE

Membership of the ECC is on a voluntary basis and shall consist of appointed representatives, scientists and clinicians from ISE member societies. They must have completed their training within the last 10 years.

A Call for Nominations will be opened to ISE membership. Each member society can nominate suitable candidates from their pool of research or clinically active trainees. 8-10 individuals will be selected and appointed by the ISE Executive Committee.

Membership shall be reviewed from time to time by ISE Executive to ensure wide and fair representation under the principles of equity, diversity and inclusion, as well as the level of experience criterium.

Membership where possible should be diverse and represent all early career stages in both research and clinical areas.

Membership shall be for a two-year term, renewable once and will run in parallel with the Executive Committee membership (from ICE to ICE). Members wishing to be re-elected, can make themselves available for re-election at the end of their initial term.

At such time a member steps down from the committee, a Call for Nominations will be opened to elect new member(s) for the vacant position(s).

Members of the committee are expected to attend the majority of meetings/conference calls per year; two (2) being a minimum. The Chair may ask a member to step down if they are not actively engaging in the committee. A member who is unable to attend a meeting should notify the Secretary as far in advance as possible.

A General Meeting will be held at each ICE congress. The ECC Chair will present activity reports during the ISE Executive Committee and General Council meetings.

8. CHAIR

The ECC will have 1 Chair and 1 Co-Chair; they will be elected by the committee members every two years via a secret ballot. In the circumstance of not enough nominations for Co-Chair position arising, then a single Chair can be elected.

The responsibilities of the Chair include:

- Committee leadership and meeting facilitation
- Moving to a vote when a consensus decision of the Committee is not found
- Reporting outcomes and decisions to the ISE Executive Committee
- Working with ISE Office to implement the decisions made and projects suggested.

In case of unavailability of the Chair, the Co-chair will assume the Chair's responsibilities.

9. OPERATING PROCEDURES

Secretariat support will be provided by the ISE Office.

Meetings: The ECC will have a minimum of 1 face-to-face meeting each year prior to the US ENDO meeting in line with meetings arranged for ISE Executive Committee. In the year of an ICE Congress, the ECC will also have a General Meeting at the ICE Congress. At least three

Terms of reference Early Career Committee (ECC) for ISE

other meetings will be held throughout the year via teleconference and activities conducted via group email. Video conferencing will be provided wherever possible.

Quorum: Six (6) members present, , (physically or via video conference) will constitute a quorum of each meeting. In the event of a quorum being lost during the course of a meeting, the meeting may continue, and any resolutions of the meeting taken after the quorum is lost shall be ratified by email. Members are given 2 weeks to reply to email votes; silence is considered as affirmation.

Decision making: Decisions will be made by consensus agreement. If consensus cannot be reached, then the Chair will decide whether a vote is to be held. A simple majority vote will be required for a vote to succeed. If a vote fails, then the issue under consideration will lapse.

Records: The ISE Office will make available agendas and supporting material at least two days in advance of each meeting and prepare a record/action sheet of each meeting. The committee files are the property of ISE and must be preserved in accordance with ISE rules and the Freedom of Information Act.

10. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

Changes to these terms of reference can only be suggested by consensus of the ECC, with the approval of the Chair of ISE Executive Committee.