

ESPE Council Member
Chair of Corporate Liaison Board (CLB)
Job Description
December 2022

Background:

ESPE's mission is to advance excellence in paediatric endocrinology and diabetes by promoting research, education and medical practice to the benefit of child and adolescent health throughout the world.

Professional medical associations such as ESPE play an important and essential role in improving health care, developing quality indicators and setting standards. It is particularly important, therefore, that their activities take place in a context that is carefully defined, monitored and free from actual or perceived conflicts of interest.

The long-standing relationship between ESPE and pharma has resulted in the provision and development of diverse and important educational and scientific initiatives and activities undertaken by the Society, both within the context of the Annual Scientific Meetings and in terms of additional key ESPE activities.

The ESPE Corporate Liaison Board (CLB) is chaired by an ESPE Council member and attended by representatives from pharma (the ESPE 'Platinum Sponsors' and 'Gold Sponsors') and ex-officio-members including: ESPE President, Treasurer, Chair of the Programme Organising Committee, President and President-elect. The mission statement of the CLB is explicit in specifying that, at all times, benefit to the child is the prime consideration and motivation for the relationship between ESPE and industry. The intention is that this association is well-defined, structured and transparent. The ESPE CLB has been cited as a paradigm for how this relationship should be constituted, developed and monitored (*Nowak I: Industrial Relations. The Endocrinologist. Issue 87 Spring 2008*).

The mandate of the CLB:

To facilitate communication and cooperation between ESPE and industry in order to promote research, education and clinical care with transparency of aims, discussions and outcomes. At all times maintenance of the integrity and quality of science is upheld to the highest ethical standards, with benefit to the child the prime consideration.

General Council Responsibilities:

- **Council Meetings**
 - Attendance at four Council meetings per year; two face to face and two via teleconference.
 - Approve a report (drafted by the ESPE Team) to present at each Council meeting detailing the progress made with any outstanding role-specific projects.
- **Email communication**
 - Participate in Council discussions via email on key matters relating to Council and ESPE business.
 - Respond to Council emails in a timely fashion.
- **Workload**

- Take responsibility for role-specific responsibilities as outlined below and ensure that agreed actions are carried out within the expected timeframe.
- **Director and Trustee of ESPE**
 - Be registered as a Director of the registered company and Trustee of the charity.
 - All Council members have a responsibility to ensure that the ESPE 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.
- **Conflicts of interest**
 - Provide details to the Secretariat of any conflicts of interest that may be relevant to their role as Council member. These will be added to the Declaration of Interests Register held with the Secretariat.
 - Sign a declaration confirming that they are eligible to serve as a Trustee under UK Charity Law.
 - All Council members have equal responsibilities in law to act honestly, fairly, in good faith and in the interests of ESPE. No Council member may put the interests of another organisation, or of a subset of members, before the general good of ESPE.
 - Council members are not permitted to participate in industry-run satellite symposia that take place during the official ESPE Annual Meeting.
 - Council members are not permitted to accept payment of travel, accommodation and registration fees for the official ESPE Annual Meeting from the pharmaceutical industry.

Role-specific Responsibilities (with support from the Corporate Relations Manager, Mandy Helm):

- Preside over the Corporate Liaison Board and convene meetings twice yearly (once in the spring/summer in association with the site visit for the annual meeting the following year, and once at the Annual Meeting). Ensure agendas and minutes accurately reflect priorities and proceedings (written by ESPE Corporate Relations Manager).
- Attend quarterly meetings of the ESPE Strategic and Finance Committee (ex-Officio)
- Examine ESPE activities in relation to medical education and industry support.
- Stimulate and lead discussion and debate amongst ESPE Council and the wider membership about the short-, medium- and long-term goals of such an examination, and to develop strategies that would enable agreed goals to be reached.
- Liaise with the Chairs of relevant Council committees to ensure that 1) each of ESPE's varied and diverse programmes for CME / CPD provides high quality education which is free from industry influence in terms of scientific content, and that 2) there is complete independence of the scientific content of educational activities (including consensus statements / guidelines and satellite symposia at the annual scientific meetings) from the source(s) of financial support for each such activity.
- Undertake such additional duties as may, from time to time, be requested by the Secretary-General or Council.

Travel expenses and associated costs for attendance at ESPE Council and Committee meetings will be paid by ESPE.