

**ESPE Council Member**  
**Chair of Programme Organising Committee (POC)**  
**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.

One of the main ways ESPE achieves this is by holding an annual scientific meeting, which is attended by at least 3,000-4,000 delegates each year and includes a comprehensive programme of plenary lectures, symposia, clinical sessions, working group sessions and others.

The programme for the meeting is managed by the Programme Organising Committee, with support from Bioscientifica as Professional Conference Organisers. The Chair of the POC has overall responsibility for the strategic direction and operational development of the programme.

**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 Event Manager) 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 ESPE Team 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 ESPE Team.
  - 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:**

- **Chair the ESPE Programme Organising Committee**
  - Preside over the committee and convene meetings at least four times per year by teleconference and at least once face-to-face at the Annual Meeting.
  - Preside over any additional meetings necessary with the Professional Conference Organisers and Local Organising Committee to ensure the overall event is a success.
  - Ensure agendas and minutes accurately reflect priorities and proceedings (written by Event Manager).
  - Lead on the organisation of the scientific programme for the Annual Meeting of the Society within the agreed budget and according to the committee remit, taking into consideration the suggestions of the ESPE membership and the Local Organising Committee.
  - Lead on the evaluation of submitted abstracts within the specified timeframe and using the specified criteria and framework to inform.
- 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.