

Full Job description for ESPE Council Member:

PRESIDENT

**The role will start as President-Elect in November 2024,
to commence as President in September 2025**

Introduction

The European Society for Paediatric Endocrinology (ESPE) is the leading scientific and clinical organisation for paediatric endocrinology in Europe, with over 1,450 members from 100 countries.

Professional medical associations such as ESPE play an important and essential role in improving health care, developing quality indicators and setting standards. The President heads the ESPE Council and drives the strategic development of the Society to ensure that ESPE remains the leading paediatric endocrine society, advancing the field and benefiting child and adolescent health throughout the world.

The ESPE President serves for a term of 3 years, with a maximum of two terms. The next President will start his/her in November 2024 as President-Elect shadowing the current President, and will start working as full-term President as from September 1, 2025.

The role of President

The President of ESPE is responsible for the development and direction of the Society, as well as overseeing its financial sustainability. The President will represent the Society to many stakeholders and therefore any candidates should be well known in paediatric endocrinology and have an in-depth and broad knowledge of the field. It's imperative that the President acts in the best interests of ESPE to ensure the Society maintains and builds on its position as the globally leading society in paediatric endocrinology. The role requires a real passion and dedication to the Society.

The President shall attend to the affairs of the Society and Council and shall preside at Council Meetings and the Annual Business Meeting (ABM). He/she shall represent the Society in Europe and abroad, sign the official documents of the Society and keep minutes of Council Meetings and Annual Business Meetings. In addition to this, the President shall have the following responsibilities:

Responsibilities

1. Convening and chairing meetings of the Council of ESPE, ensuring that:
 - a. They are convened and managed according to the constitution, including all elections and balloting
 - b. The agendas accurately reflect the issues and priorities facing ESPE at any time and are circulated in advance
 - c. Strategic planning discussions are moderated and any conflicts resolved to ensure that the Council runs consensually
 - d. The wider view of ESPE's activities and aims are maintained
 - e. Potential financial risks are minimized
 - f. The minutes are accurately prepared and circulated in a timely fashion
 - g. Actions are carried out as designated

2. Chairing the Annual Business Meeting, including:
 - a. Chairing the meeting
 - b. Reporting to members on the overview of the year's activities
 - c. Moderating discussions and questions from the floor
 - d. Ensuring that the minutes are accurately prepared and circulated in a timely fashion
 - e. Ensuring actions are carried out as designated

3. Maintaining a quality control overview of ESPE's activities and services

4. Participating in and chairing other ESPE Committees, namely:
 - a. Strategic and Finance Committee (member)
 - b. Corporate Liaison Board (member)
 - c. Andrea Prader Committee (chair)
 - d. Affiliated Societies Scheme (chair)
 - e. Rare Disorders Advisory Committee (member)
 - f. Policy and Advocacy Committee (chair)
 - g. Director/board member of JointEndo Company (alternate chairing with ESE president)
 - h. ESPE/ESE JointEndo Steering Committee (member)
 - i. Endocrine Disruptors Expert Group (member)

5. Maintaining an overview of ESPE's activities, grants and prizes to ensure that they are managed according to their constitutions by the committee chairs

6. Taking responsibility for the liaison with the Society's chosen Association Management Company, Senior Operating Officer and Professional Congress Organiser (PCO), and maintaining regular lines of communication with them

Experience & knowledge

Candidates for the role of President should have:

- Preferably held a key Chair position in ESPE Council
- Experience of society's management
- In-depth understanding of recent developments within ESPE
- Familiarity with ESPE's current strategic goals and initiatives

Skills

Candidates for the role of President should have:

- Proven leadership, communication and diplomacy skills, with the ability to work collaboratively within a team and with a wide range of stakeholders
- Experience of short and long-term strategic and financial development and planning
- A commitment to uphold and promote the core values and mission of ESPE
- Demonstrated integrity, professionalism, and ethical conduct in all professional activities
- The ability to navigate and lead through crises, ensuring continuity and progress in the Society's objectives

General Council Responsibilities:

- **Council Meetings**
 - Attendance at four Council meetings per year; one Spring meeting over two days, one Autumn meeting on the day preceding the ESPE annual meeting and two teleconferences usually in December and June each year.
 - Preparation of a report to present at each Council meeting detailing the progress made with any outstanding role-specific projects.
- **Workload**
 - Take on role-specific responsibilities and ensure that agreed actions are carried out within the expected timeframe.



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- **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 ESPE is managed legally and to best practice and ensure that it does not enter into any financial obligations that it does not have the funds to meet.

- **Council member regulations**

- 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.
- 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.
- Council members are not permitted to apply for any ESPE grant or award during the tenure of their position.