

ESPE Council Member
Chair of Education and Training Committee (ETC)
Job Description
May 2025

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.

ESPE aims to offer up-to-date training and educational opportunities for paediatric endocrinologists at every stage of their career.

The ESPE Education and Training Committee (ETC) is made up of a Chair, Deputy Chair and the coordinators of each of ESPE's education and training activities, including schools, the Clinical Fellowship programme, accreditation and syllabus, online learning and the Paediatric Endocrine Training Centres for Africa (PETCA) programme. The Chair is also a member of ESPE's Council and a Director and Trustee of the Society.

General Council Responsibilities:

- **Council Meetings**
 - Attendance at four Council meetings per year; two face-to-face and two via teleconference.
 - Prepare a report prior to each Council meeting detailing the progress made with any outstanding role-specific projects.
 - Prepare brief slides to present at each Council meeting detailing key questions and decisions for Council.
- **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 (*supported by Deputy-Chair, where applicable, and with admin support from MCI Secretariat Team*):

- **Chair the ESPE Education and Training Committee**
 - Preside over the committee and convene meetings four times per year (at least one face-to-face at the Annual Meeting).
 - Ensure agendas and minutes accurately reflect priorities and proceedings (written by MCI Secretariat team).
 - Lead on the development and delivery of ESPE's education and training strategy in line with the committee remit, to include:
 - The effective functioning of the ESPE ETC, across activities.
 - Integration and alignment of ESPE's education and training activities to ensure provision to fulfil the needs of paediatric endocrinologists at all levels.
 - Alignment of education and training activities with ESPE's overall strategy.
 - Monitoring the success of each activity, in line with objectives, budgets and timelines.
 - Support and manage YES Group leaders and attend meetings
 - ESPE Connect webinar series is supervised by the ETC Chair
- **ESPE Communication Committee (ex-Officio)**
 - Represent the Education and Training Committee on the Communication Committee to ensure ETC priorities are reflected via ESPE's communication channels.
- **ESPE website** – shared responsibility with MCI
 - Ensure the ESPE website is updated with the latest ETC activity.

Undertake such additional duties as may, from time to time, be requested by the President or Council.

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