

The partnership between members and staff propels our Society forward by shaping the future of the field. It allows us to create impactful programs, innovative products, and education opportunities and meetings that allow us to unite the endocrine community. Our volunteers help the Society create meaningful experiences and products for all our members, leading to higher retention rates, more members, and a united global endocrine community.

The following are general roles and responsibilities for committee members. Groups may work differently depending on their charge, but the following general responsibilities apply to all volunteer groups.

Committee members are stewards of the Society and provide member expertise to advance committee work. Specific responsibilities include:

Environmental Scanning & Strategic Thinking

- Participates in and contributes to annual environmental scanning discussions led by the Chair/Co-Chairs with the goal of identifying trends and potential opportunities for the committee.
- Identifies and shares ideas on areas of emerging science and medicine that could present opportunities for new product/program development, relevant to the committee's charge.

Program Development & Evaluation

- As requested by the Chair/Co-Chairs, serve as the lead or as an active contributor for individual group projects as needed.
- Contributes to program development by generating/reviewing materials, content, or curricula consistent with the group's charge and workplan.
- Offer unbiased input and insight into program evaluation and assessment.

Operational Effectiveness

- Being prepared and actively participating in all meetings and videoconferences and contributing ideas that will strengthen member value and meet member needs.
- Provide timely response to requests from group members and staff.
- Ensure that relevant COIs are disclosed as needed.

Leadership Development Pipeline

- Serve as a Society champion and ambassador by recruiting new members, promoting Society initiatives, and encouraging participation in Society events.
- Nurture relationships with other group members to strengthen the leadership pipeline and identify future chairs and Board of Directors members.

General

Committee members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at all committee meetings a high priority.
- Being prepared to discuss the issues and business on the agenda and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow leaders, and leaving personal prejudices out of all discussions
- Supporting the approved actions of the committee even when the member personally did not support the action taken.
- Putting the interests of the Society above personal interests.
- Representing the Society in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all meetings.