



Programme Organising Committee Terms of Reference

Composition

Chair:	The Chair is a member of the BSPED, appointed by the Executive Committee of the BSPED.
Full Members:	Chair (Chair Elect) Past Convenor Present Convenor Future Convenor CME Officer Paediatric Endocrine Nurse Representative(s)
Ex officio Members:	Executive representative
Co-opted Members:	The Chair may co-opt additional members of the BSPED (or in exceptional circumstances from other professional organisations) for a limited period and for specific projects only, subject to Executive approval. Input may also be sought from patient support groups
Quorum:	4 members, including the chair

Duration of service

Chair:	3 years with option to extend by one year - The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by the Executive.
Chair Elect:	1 year
Full Members:	Co-terminal with office
Ex officio Members:	Co-terminal with office
Co-opted Members:	Duration of specific project (see above)

Reporting

The Programme Organising Committee reports to the Executive Committee of the BSPED through the Chair of the Committee.

Remit

1. To review current developments in paediatric endocrinology and diabetes, and to select subjects which will provide a balanced and topical programme for the Society's annual meeting.
2. To set and timetable the programme for the annual meeting within the approved template in order to provide the optimum distribution of sessions and to allocate those sessions to rooms, taking into account the probable popularity of parallel sessions.
3. To assess the marks from the submitted abstracts, decide on the accepted/rejected abstracts and allocate the oral and poster sessions.
4. To assess and approve all sponsored satellite symposium agendas.
5. To work with the congress organising company on matters relating to the annual meeting.

Additional notes:

- Committee members should make every effort to attend all meetings. Attendance records will be kept and reviewed annually. Any committee member who does not attend any meetings in a year will be asked to step down, other than in exceptional circumstances
- Meetings will be organised and supported by the congress organising company and will take place monthly until 4 months before the meeting, when they become bi-weekly. 4-6 weeks before the meeting they become weekly.
- All committee members must attend the post event debrief meeting
- A committee member needs to be a paid up member of the BSPED
- All papers and minutes must be treated in strictest confidence.
- A committee member must act in the best interest of the BSPED. Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.
- Ex officio members on this committee have full voting rights