

**The Endocrine Society Committee Service  
Frequently Asked Questions**

<u>Question</u>	<u>Answer</u>
<b>1) How can I get involved in committee work?</b>	Speak to the chair of the committee you are interested in, the Nominating Committee members, the President-Elect or Society staff. Also, indicate your interest through the Society's Web site, in the 'Volunteer for Committee Service' section <a href="http://www.endocrine.org/membership/get-involved">www.endocrine.org/membership/get-involved</a>
<b>2) Who makes committee appointments?</b>	The President-Elect makes the appointments for vacancies occurring in the year of his/her presidency. The President-Elect is assisted by suggestions from committees, staff, other related groups, and from self nominations from the Society Web site.
<b>3) Can I pick the committee I want to serve on?</b>	If you have an area of particular interest or expertise, it would be very helpful to make this known. Such preferences are taken into consideration in the appointment process.
<b>4) When are appointments made?</b>	The President-Elect considers appointments throughout the summer and early fall, and, for the most part, appointments beginning in March are approved by Council the previous November.
<b>5) How many committee vacancies are there to be filled each year?</b>	The number varies from year to year, but it is generally in the 80-90 vacancies range. Generally, about 30% of the appointments are individuals who had never before served in the Society committee structure.
<b>6) What staff support is there?</b>	Each committee is supported by one, sometimes two, staff liaisons, who attend each committee meeting and assist the committees in a broad variety of ways. These include the conceptualization and implementation of activities, tracking follow-up between meetings, drafting minutes and reports, communication with other staff and committees, and providing general support in accomplishing the mission of the committee within the structure of the Society.
<b>7) How long are committee terms?</b>	Committee terms begin after ENDO in March/April and typically are for three years.
<b>8) Do I get paid for committee work?</b>	No, but many employers regard this sort of professional activity positively in career evaluation. Also, committee service allows you to network at a high level with important colleagues and keeps you up to date on what is happening in the field.
<b>9) Does the Society reimburse travel expenses related to committee meeting attendance?</b>	Yes. The Society will reimburse the member for travel and hotel expenses to the October meeting and will provide per diem for meals if they are not already provided by the Society. However, for the March committee meetings associated with ENDO, the Society will reimburse hotel expenses for one night and for one day of per diem. Transportation expenses to attend ENDO are NOT reimbursed.

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<p><b>10) How often do committees meet?</b></p>	<p>In general, committees meet two times per year: in March, the day before ENDO; and in October. However, a few committees follow a different schedule. Some committees meet once per year and have conference calls throughout the year.</p>
<p><b>11) Do committees meet via conference call or in person?</b></p>	<p>Although most committees meet in person, some committees also conduct conference call meetings in addition to their face-to-face meetings.</p>
<p><b>12) Is it necessary/mandatory to attend every committee meeting?</b></p>	<p>Attendance at all committee meetings is expected. The committee meeting schedule is published well in advance to allow members to include these dates on their calendars. Of course, emergencies and special circumstances sometimes preclude attendance.</p>
<p><b>13) Where are the committee meetings?</b></p>	<p>Most committee meetings are held in the Washington, D.C. metropolitan area with the exception of the March meetings. The March committee meetings are held in association with the Annual Meeting.</p>
<p><b>14) What days of the week do committees meet?</b></p>	<p>Other than the committee meetings in conjunction with ENDO, most committees meet on Friday, Saturday or Sunday, for 1 day.</p>
<p><b>15) Is there much work between committee meetings?</b></p>	<p>Committee expectations for work vary from committee to committee and also by time of year. Although some level of between-meeting work is requested of most committee members, it is generally not burdensome.</p>
<p><b>16) Do committees act independently?</b></p>	<p>Committees are guided by the directions of the Society's Strategic Plan with particular focus areas determined by the Council. Within that, committees have broad latitude for pursuing specific activities, subject to budget limitations and council approval for new activities.</p>
<p><b>17) Will I be asked to chair the committee? (Or, when can I chair the committee?)</b></p>	<p>Generally, members serve on a committee first as members. The President-Elect will evaluate chair vacancies on a case by case basis as they become available. In most cases, chair vacancies are filled from within the committee.</p>