



## ExCEL and FLARE Intern Position Description

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.

FLARE, Future Leaders Advancing Research in Endocrinology is a program designed for researchers that started in July 2012. It is supported by the Endocrine Society and a 5-year R25 grant from the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK), which is part of the National Institutes of Health (NIH). The grant is renewed each year in July. FLARE includes formal mentoring, a career development workshop, an internship on one of Endocrine Society's governance committees, and a travel award to attend the Society's Annual Meeting & Expo (ENDO).

ExCEL, Excellence in Clinical Endocrinology Leadership is a program that is like FLARE but designed for clinicians. While FLARE is a one-year program, ExCEL is a two-year program. It is supported by grants from pharmaceutical companies.

Interns may select from the following committees:

- Advocacy and Public Outreach Core Committee (APOCC)
- Annual Meeting Steering Committee (AMSC)
- Clinical Affairs Core Committee
- CoDI
- Trainee and Career Development Core Committee (TCDCC)

Interns play a critical role in building the Society's leadership pipeline and provide member expertise to advance committee work. Interns are expected to participate in committees fully and serve as voting members of the committee. Groups may work differently depending on their charge, but the following general responsibilities apply to all volunteer groups. 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.
- Address recruitment, engagement, and retention of a diverse Society membership

### *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 responses 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. (CoDI and TCDCC committee members only)

#### General Expectations

Like committee members, interns 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.
- Actively participate in meetings, encourage fellow interns to participate and engage in discussions.
- 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.
- Always representing the Society in a positive and supportive manner in all places. Showing respect and courteous conduct in all meetings.

#### Ways to Engage:

- Actively ask questions if unclear about specific programs
- Don't be shy
- Volunteer for tasks if you have the bandwidth to help
- Get to know your co-chairs and other committee members
- Reach out to your staff liaison if you have any questions about program specifics