

May 1, 2018



**European Society of Endodontology**

**TERMS OF REFERENCE AND OPERATING  
ARRANGEMENTS FOR COMMITTEES OF THE ESE**

**EDUCATION & SCHOLARSHIP  
COMMITTEE**

**May 2018**

## 1 INTRODUCTION

- 1.1 The Constitution and Bylaws of the ESE provide that the General Assembly must appoint Committees of the ESE either to undertake specific functions on behalf of the ESE or to provide advice and assurance to the ESE in the exercise of its functions;
- 1.2 In line with ESE's Constitution and Bylaws and its scheme of delegation the Executive Board, on behalf of the General Assembly, shall nominate annually a committee to be known as the **Education & Scholarship Committee**;
- 1.3 Committees of the ESE may establish sub-Committees to assist it in the conduct of their business, provided the Executive Board approves such action.

## 2 PURPOSE

The purpose of the Education & Scholarship Committee is to work in collaboration with the Executive Board, CEO and Administrator of the ESE to:

- 2.1 Review, update and publish the ESE Undergraduate Curriculum Guidelines every ten years;
- 2.2 Review, update and publish the ESE Specialist Training Guidelines (Postgraduate) every ten years;
- 2.3 Oversee the process for Accreditation & Revalidation of Postgraduate Training Programmes in Endodontology, according to the regulations and timelines of the ESE;
- 2.4 Oversee the management of ESE Education prizes and awards according to the timelines drawn up by the Executive Board, including the periodic revision of regulations;
- 2.5 Oversee the award of ESE annual Educator and Young Educator grants according to the timelines drawn up by the Executive Board, including the periodic revision of regulations;
- 2.6 Develop strong working relations with ADEE and other regulatory bodies, identifying the ESE as the point of reference for advice and information on Endodontology and offering support in the development and revision of guideline documents and position statements;
- 2.7 Maintain close relations with and promote an ongoing dialogue with Dental Schools in Europe over undergraduate and postgraduate programmes;
- 2.8 Maintain close contact with academic staff within the Dental Schools of Europe, with member national societies and individual members with special status to encourage continuing professional development and education;
- 2.9 Develop and promote education and scholarship related events and workshops within ESE congresses or independently;
- 2.10 Work closely with the Treasurer and CEO to identify all costs associated with the work of the Committee so that it can be included in the annual budget and approved before the expenditure is committed.

## 3 REPORTING AND ASSURANCE ARRANGEMENTS

The Committee shall:

- 3.1 Work effectively with the Executive Board, General Assembly, CEO and Administrator of the ESE;
- 3.2 Report formally, regularly and on a timely basis to the CEO, Administrator, Executive Board and General Assembly on the Committee's activities. This includes verbal updates on activity and the submission of committee minutes and written reports throughout the year;

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- 3.3 Bring to the Executive Board, normally via the CEO, specific attention to any significant matters under consideration by the Committee;
- 3.4 Ensure appropriate escalation arrangements are in place to alert the Executive Board or Chairs of relevant committees of any urgent/critical matters that may affect the operation and/or reputation of the ESE.

The CEO of the ESE, on behalf of the Executive Board and General Assembly, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation including that of any sub-Committees established.

#### **4 MEMBERSHIP**

The Education & Scholarship Committee will consist of:

- 4.1 A Chair, appointed by the Executive Board and approved by the General Assembly;
- 4.2 Individual members appointed by the Executive Board following discussion with the Chair;
- 4.3 By invitation: the Committee Chair may invite ESE officers or others to attend all or part of a meeting to assist it with its discussions on a particular matter.

#### **5 MEMBER APPOINTMENTS**

- 5.1 The membership of the Education and Scholarship Committee shall be determined by the Executive Board, based on the recommendations of the Chair – taking account of appropriate diversity and representation necessary to deliver the committee's remit, and subject to specific requirements or directions made by the Executive Board;
- 5.2 Members shall be appointed to hold office for a period of four years, with a possibility of renewal for a further two years. During this time a member may resign or be replaced by the Executive Board;
- 5.3 Specific criteria for membership shall normally include:
  - Membership of a full member society of the ESE;
  - Established record of involvement in undergraduate and/or postgraduate education in Endodontology;
  - Recognised Specialist or Certified Member of the ESE and/or Specialist in Endodontology;
  - Commitment to engage with the ESE and the Education & Scholarship Committee, and to respond to requests from the ESE in a timely manner;
  - Good communicator with command of written and oral English;
  - Ability to attend real or virtual meetings of the Education & Scholarship Committee and ESE Congresses.

Individuals appointed to serve on visiting teams for the accreditation of postgraduate programmes will not be deemed members of the Committee, but will be appointed to the pool of site visitors using the above criteria.

#### **6 MANAGERIAL AND ADMINISTRATIVE SUPPORT**

- 6.1 Local administrative and secretarial support if required should be discussed with the CEO ([ceo@e-s-e.eu](mailto:ceo@e-s-e.eu));
- 6.2 Central administrative support: ESE Administrator - [administrator@e-s-e.eu](mailto:administrator@e-s-e.eu);

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- 6.3 The CEO shall arrange the provision of advice and support to the Chair and committee members on any aspect related to the conduct of their role.

## **7 COMMITTEE MEETINGS**

### **Quorum**

- 7.1 Quorum at formal meetings to consist of at least a third of the whole number, including the Chair (or nominated deputy).

### **Decision making**

- 7.2 It is expected that all major decisions are approved by unanimous agreement, that is, all members are in favour.

### **Meetings**

- 7.3 Meetings shall be held as the Chair of the Committee deems necessary – consistent with the ESE's annual plan of business;
- 7.4 Meetings should be held as video or teleconferences where possible.

## **8 RELATIONSHIPS AND ACCOUNTABILITIES WITH THE EXECUTIVE BOARD AND ITS COMMITTEES**

- 8.1 The Committee is directly accountable to the Executive Board for its performance in exercising the functions set out in these terms of reference;
- 8.2 The Committee shall embed the ESE's corporate standards, priorities and requirements, e.g. equality and human rights through the conduct of its business.

## **9 REVIEW**

- 9.1 These Terms of Reference and Operating Arrangements shall be reviewed annually by the Executive Board and Education & Scholarship Committee with reference to the General Assembly.