

Policy Committee

1. Terms of Reference

Purpose: Reporting to Council, the Policy Committee is responsible for overseeing the development and delivery of the policy framework to support the Society's three main strategic objectives:

1. *We will enable our members to strengthen their existing relationships and gain access to new communities, unlocking the potential for knowledge exchange.*
2. *We will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.*
3. *We will reinforce the Society's long-term sustainability and resilience by diversifying income streams, increasing efficiency and ensuring robust governance.*

The Committee will provide advice and expertise on the development of the policy framework to Council and will be responsible for overseeing the delivery of activities. The Committee will work with staff to ensure that the activities delivered are in line with the agreed strategy and budget. The Committee will work with staff to champion and promote the Society's science policy activities to members and external stakeholders.

The Society is committed to ensuring that its activities reflect the make-up of the membership as a whole. In particular, as an organisation that operates in the UK and Ireland, it seeks wherever possible to ensure that its Committees include individuals from both territories.

The Society encourages the expectation of at least 33% female participation and ideally 50% female participation across all Society activities. All Society meetings should be conducted in a manner that is supportive of the Equality, Diversity and Inclusion (EDI) policy statement to ensure that the entire talent pool be considered in all discussions regarding Society activities.

2. Duties

The Policy Committee will advise, oversee and support the implementation of the following objectives:

1. The profile of the Society and microbiology are raised to policy audiences through targeted activities and resources.
2. Timely, relevant scientific advice related to microbiology is provided to policy audiences through appropriate mechanisms.
3. Society members are engaged in policy activities including contributing to policy advice and identifying upcoming issues relevant to microbiology.
4. The Society works with other organisations, where appropriate, to maximise the impact of policy messages.
5. There is close collaboration with other committees and organisations on areas of common interest.
6. The external environment is effectively monitored by staff and reported to the Committee so that changes which could impact on the strategic direction and/or activities are identified and acted on.
7. To ensure relevant advice and recommendations are properly reported to Council.
8. The review and sign-off of consultation responses and policy resources for external audiences.

3. Meeting Schedule

The Committee will meet three times a year in February, July and November. In addition, it will transact its business between meetings by email and other communications to ensure sufficient reporting mechanisms to Council.

4. Membership

The membership requires a balanced portfolio of skills and knowledge to be able to fully support and engage with the remit of the Committee. The Committee comprises of:

- A Chair; ex officio a member of Council
- A Chair-Elect; nominated by the Committee and approved by Council at least a year before the end of the current Chair's term (the Chair-Elect does not have to be a current member of the Committee)
- Council representative; this may reshuffle among the Elected Members of Council each year
- Up to four Elected Members; nominations and elections are sought from the membership annually
- Up to four co-opted members who do not have to be Members of the Society but who should be chosen to include an appropriate range of skills and expertise not found among the membership; an important role of co-opted members is to provide constructive challenge
- One member of the Committee will act as the Equality, Diversity and Inclusion Ambassador for professional development at the Society
- One member of the Committee will act as the International Ambassador for professional development at the Society
- The relevant representative from the Early Career Microbiologists' Forum Executive Committee is invited to be in attendance.
- Ad hoc advisors can be requested to attend certain meetings to address specific knowledge requirements or assist in certain projects

The term of office for all positions is three years. If a current member of the Committee is nominated as Chair-Elect, their term will extend accordingly.

The Committee is supported by:

Policy Manager (p.richards@microbiologysociety.org)

Director of Strategy and Members' Programmes (s.buckman@microbiologysociety.org)

Other members of staff attend meetings as appropriate.