

Impact and Influence Committee

1. Terms of Reference

Purpose: Reporting to Council, the Impact and Influence Committee is responsible for advancing the understanding and impact of microbiology by highlighting the global importance of the work of our members and other microbiologists to support the Society's three main strategic objectives:

1. *Through a better understanding of the diversity of our members, we will enable them to strengthen their existing relationships and gain access to new communities, unlocking the potential for international collaboration and global knowledge exchange.*
2. *By harnessing local knowledge for worldwide impact, we will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.*
3. *By recognising global differences in accessing opportunities at the Microbiology Society, we will build on existing strong financial and governance foundations to reinforce long-term sustainability and resilience through diversifying income streams, increasing efficiency and ensuring robust mechanisms for decision-making, monitoring and evaluation.*

The Committee will provide advice and expertise to Council and will be specifically responsible for overseeing the delivery of strategic objective two. The Committee will work with relevant working groups and staff to ensure that activities delivered are in line with budget.

The *Microbiology Today* Editorial Board reports to the Impact and Influence Committee and is chaired by the *Microbiology Today* Editor who sits on the Committee. Content for the magazine will be driven by all three Committees and elected members from all Committees may be invited to sit on the *Microbiology Today* Editorial Board, in order to create an adequate link between the Committees and this group.

The Society is committed to creating an inclusive culture that supports equality and diversity and fully reflects both its membership and the global microbiology community across all protected characteristics. The Society seeks to actively encourage all practices that reflect a diverse society.

By participating in Committee meetings, all Committee members agree to respect other members' opinions and give all present a chance to contribute. The co-Chair/Chair is responsible for running the meeting, please support them to keep to time. Certain topics discussed will be confidential, therefore Committee members are asked to be mindful not to repeat such information outside of the meeting.

2. Duties

The Impact and Influence Committee will advise, oversee and support the implementation of the following:

- Work with other Committees, Divisions, Editorial Boards and relevant staff members to

promote the Society's activities for communicating microbiological research across a range of disciplines.

- Work with other Committees, Divisions, Editorial Boards and relevant staff members to increase capacity and opportunities for members to communicate microbiology and their work.
- Work with other Committees, Divisions, Editorial Boards and relevant staff members to raise the profile of microbiology and our members and increase the influence of the Society with the public, policy makers and other stakeholders.
- Identify and work with other organisations, where appropriate, to maximise the impact of the Society's messages.
- Ensure there is close collaboration with other Committees and organisations on areas of common interest.
- Ensure relevant advice and recommendations are properly reported to Council.

3. Meeting schedule

The Committee will meet twice a year in May and October.

The October meeting will be held jointly between all three of the Society's Strategic Committees.

Between the May meeting and the end of June, the General Secretary will Chair a meeting of the General Secretary's Group, which consists of the two co-Chairs from each of the Committees and the Members Panel. Members of the General Secretary's Group will be required to report back on their respective Committees, feed into budget proposals and produce a single Equality Diversity and Inclusion report for consideration at the July meeting of Council.

Between October and December, the General Secretary will Chair a meeting of the General Secretary's Group, which consists of the two co-Chairs from each of the Committees and the Members Panel. Members of the General Secretary's Group will be required to report back on their respective Committees and present an annual report of Committee business to the December meeting of Council.

The *Microbiology Today* Editorial Board meets once a year, in May to plan the magazine issues for the following year.

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:

- Two co-Chairs; *ex officio* members of Council.
- A Chair-Elect; sought from the membership by an open call for expressions of interest 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).

- One elected member of Council; this may reshuffle among the Elected Members of Council each year.
- Up to 11 members elected from the membership of the Society; nominations and elections are sought from the membership annually.
- Two representatives from the Early Career Microbiologists' Forum Executive Committee, who serve for two years.
- The Chair of the *Microbiology Today* Editorial Board (Editor of *Microbiology Today*); nominations are sought from the membership, a recommendation from the Committee and approved by Council.
- The Deputy Editor of *Microbiology Today*.
- One Representative from the Members Panel.
- One (or more) co-opted external professionals with relevant expertise; an important role of co-opted members is to provide constructive challenge.
- Ad hoc advisors can be requested to attend certain meetings to address specific knowledge requirements or assist in certain projects

Unless otherwise stated, 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.

Quorum:

One Chair and seven members of the Committee must be present at any of its meetings to make the proceedings of that meeting valid.

The Committee is supported by the Associate Director Communications, Brand and Audiences.

Other members of staff attend meetings as appropriate.