

Microbiology Society – Chair Elect, Irish Division

1. Governance structure

The Microbiology Society is both a registered charity and a company limited by guarantee, first incorporated in 1972. Members of Council bear the legal responsibilities of Trustees of the Charity and Directors of the Company.

The business of Council is facilitated by several Committees. These Committees are chaired or co-chaired by Council members and include one or more elected members as well as respective members of Society staff. The current Committees are as follows:

- Building Communities
- Impact and Influence
- Sustainability
- Early Career Microbiologists' Forum Executive
- Finance
- Audit, Risk and Evaluation

There is also a Scientific Conferences Panel (SCP) responsible for overseeing the delivery of the scientific conferences programme to support the Society's three main strategic objectives, ensuring the delivery of conferences that are appealing to the membership. SCP also coordinates the activities of the Microbiology Society Divisions covering Virology, Eukaryotic and Prokaryotic microbiology, and the Irish Division.

The Society's conference and events programme is planned by SCP and the Divisions, with input from the wider membership. The Divisions aim to promote microbiology in its widest context. They provide a scientific focus for a subject area that has often been fragmented over a range of different subject areas, scientific groups and societies.

2. Irish Division

2.1 Background

The Irish Division is responsible for liaising between the Microbiology Society and members on the island of Ireland. This includes, but is not limited to, the organisation of Focused Meetings that are aimed at providing training and networking opportunities for researchers, particularly early-stage researchers. All major microbiological systems are included, including bacteria, eukaryotic microbes and viruses.

2.2 Composition

The Irish Division is typically comprised of:

- Chair
- Chair-Elect
- 6-8 Ordinary members
- 1 Early Career Microbiologists' Forum Representative

The Irish Division will endeavour to represent all areas of microbiology but will absolutely maintain a membership with the appropriate geographical distribution to ensure adequate representation of all microbiologists on the island of Ireland:

- Dublin (UCD, TCD, DCU, DIT, ITT): 2 members
- Cork (UCC, CIT): 1 member
- Galway (NUIG, GMIT): 1 member
- Northern Ireland (QUB, UU): 1 member
- Open (anywhere on the island of Ireland): 2-3 members

All efforts should be made to ensure equal gender balance on the Division in line with Society policies.

2.3 Role of Chair and Chair-Elect

The Terms of Office for each position is two years, after which the Chair Elect is expected to move in the Chair role for a further two years.

2.3.1 Chair

The role of the Chair is as follows:

- Organise and attend meetings of the Irish Division (no more than two meetings per year)
- Represent the Division on the Scientific Conferences Panel (three x1-day meetings in London per year, typically January, July and October)
- Attend Building Communities Committee and represent the Irish Division (two x1-day meetings, one virtual in May and one in person in London in October)
- Represent the Irish Division to the Microbiology Society and act as liaison
- Ensure the effective functioning of the Irish Division and seek replacement of inactive or non-productive members if required

2.3.2 Chair-Elect

The role of the Chair-Elect is as follows:

- Assist and serve as deputy to the Chair
- Attend meetings of the Irish Division (no more than two meetings per year)
- Represent the Division on the Scientific Conferences Panel (three x1-day meetings in London per year, typically January, July and October)

2.4 Person specification for Division Chair/Chair-Elect

- Sufficient understanding of the important role of the Irish Division within the Microbiology Society
- Demonstrated commitment to the function of the Microbiology Society (e.g. unbroken membership for a number of years, previous involvement in committees or panels within the Microbiology Society)
- Strong commitment to Microbiology Society journals and the need to feed content from Society conferences and events to the journals
- Sufficient management experience and interpersonal skills
- Capacity and willingness to serve in this role