

## Members Panel Member Role Description

### **Background:**

Reporting to the Advisory Council, the Members Panel ensures that the Society is welcoming across all of its activities and that matters related to equality, diversity and inclusion receive due consideration at the highest level of Society governance.

### **Time commitment:**

In total, the time commitment is approximately 7 days per year, including meetings.

The Panel will meet virtually or in-person at least twice a year in April and September, however will primarily function on an *ad hoc* basis over email. Members may also attend meetings of one of the other Committees or Divisions of the Society as representatives.

Formal papers are circulated to all Panel members one week before each meeting and Panel members are expected to read the papers and come prepared to participate in discussions where relevant.

### **Terms of office:**

Members serve for three years. Terms start and finish with the calendar year.

### **Eligibility:**

Any member of the Microbiology Society is eligible to apply to be on the Members Panel though due to its remit, it is primarily interested in hearing from microbiologists from historically marginalised communities.

### **Process:**

The co-Chair of the Members Panel is appointed by an Appointments Panel comprised of the two co-Chairs of the Members Panel, the General Secretary and one representative from the Members Panel whose term on the Panel is ending at the end of the year.

### **Remuneration:**

The role is not accompanied by any financial remuneration, however, reasonable out of pocket expenses for travel/accommodation are reimbursed for in-person meetings.

**The Society is committed to creating an inclusive culture, which requires a governance structure that fully reflects both its membership and the global microbiology community. We welcome applications from across the full breadth of the membership and are particularly keen to receive applications from members from historically marginalised backgrounds. We look forward to hearing from you.**

## 1. What is the Members Panel?

Reporting to Advisory Council the Members Panel contributes to the delivery of the Society's strategic objectives by bringing the perspectives of historically marginalised communities to the Society's efforts. The Society's strategic objectives are:

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.*

More detailed information on the work of the Panel can be found in its [Terms of Reference](#).

## 2. Panel Member duties/attributes

- To bring lived experience perspectives from the range of different needs and challenges affecting members and the microbiology community.
- To read committee papers, attend committee meetings and actively participate in discussion.
- Enthusiastic about inclusion, with the willingness and ability to devote the necessary time commitment and to respond to tight deadlines where necessary.
- To advise, oversee and support the implementation of the duties of the Panel as noted in its Terms of Reference.
- To take forward the actions of the Panel as relevant.
- To utilise networks to harness cohesion and synergy between committees, panels and boards.
- To communicate with tact and diplomacy and foster a welcoming and collaborative environment.