

FEMS Delegate Role Description

Background:

The Microbiology Society is a Member Society of the [Federation of European Microbiological Societies](#) (FEMS). The appointed FEMS Delegate attends the FEMS Council and is an essential liaison between FEMS Council and the Society's Advisory Council and Trustee Board.

Time commitment:

In total, the time commitment is approximately 4-5 days per year, including meetings.

FEMS Council meets once a year, usually in September, over 2 days. The location usually alternates between major European cities. There is also an online catch-up meeting in March.

Terms of office:

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

Process:

The FEMS Delegate is appointed by the Board of Trustees in consultation with the Advisory Council upon recommendation of the Appointments Panel.

Eligibility:

Full, Full Concessionary, Postgraduate Student or Honorary Members are eligible to apply to serve as the FEMS Delegate. Applicants should have knowledge and experience of our governance structures as well as some understanding of the role of FEMS.

Remuneration:

The role is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed.

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 nominations from across the full breadth of the membership and are particularly keen to receive nominations from members from historically marginalised backgrounds. We look forward to hearing from you.

1. What does the FEMS Delegate do?

- Acts as liaison between FEMS Council and the Microbiology Society governing body.
- Attends the FEMS Council meeting as the Member Delegate of the Microbiology Society. This meeting consists of the formal Annual General Meeting at which FEMS activities and finances are reported on and where policy changes and new appointments to the Board of Directors are voted on by delegates, and also longer sessions to discuss new activities and future challenges.
- Provides an annual report or summary (including minutes of the September FEMS Council meeting if available) to the December meeting of the Advisory Council.
- Assesses applications from UK members for FEMS Meeting Organiser Grants and, if supported, write endorsement statements for consideration by FEMS.
- With support from the Microbiology Society office, promotes the benefits available to our members through our membership of FEMS.
- With support from the Microbiology Society office, confirm eligibility of Microbiology Society members applications to FEMS grants.

2. FEMS Delegate attributes

- Knowledge and understanding of Microbiology Society governance structure
- Ability to communicate with tact and diplomacy.
- Confidence to actively participate in FEMS Council meetings.
- Ability to make sound judgement on matters to escalate to Microbiology Society Advisory Council for input, or when voting on behalf of Microbiology Society.
- A willingness and ability to devote the necessary time commitment.