

Elected Member of the Trustee Board Role Description

Background: Microbiology Society is a Company Limited by Guarantee and a Registered Charity. It is governed by a Board of Trustees who are also the directors of the company for the purposes of the Companies Act 2006. The Board of Trustees operates in compliance with the Society's Articles of Association and Charity Commission guidance on good governance.

Time commitment: In total, the time commitment is approximately 10 days per year, including meetings. The Board of Trustees meets for formal meetings four times each year. Two of these are in person, usually at the Microbiology Society offices in London, and two are online. Formal papers are circulated to all Trustees one week before each meeting so that members can read the papers and come prepared to participate in discussion where relevant. The Board of Trustees will also communicate via email as necessary in between meetings.

Remuneration: The role of an Elected Member of the Trustee Board is not accompanied by any financial remuneration, although expenses for travel may be claimed. Discounted attendance to Annual Conference may also be claimed. This is reviewed annually and communicated prior to the event.

Term and process: Candidates are elected by the Advisory Council. Elected members serve for three years.

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 is the Board of Trustees?

The Microbiology Society is a Company Limited by Guarantee and a Registered Charity. It is governed by a Board of Trustees who are also the directors of the company for the purposes of the Companies Act 2006. The Board of Trustees operates in compliance with the Society's Articles of Association and Charity Commission guidance on good governance.

The Board of Trustees is comprised of the Society's three Executive Officers (President, General Secretary and Treasurer) and three members elected by the membership, plus up to three co-opted external experts. The role of the Board is to govern the organisation, provide the strategic direction of the Society and ensure its long-term financial sustainability.

Alongside the Board of Trustees, an Advisory Council comprising appointed and elected members will be responsible for discussions about the Society's core activities and programmes such as journals and conferences. The Advisory Council must be consulted by the Trustees on important issues and will have the right to advise the Trustees on any matter it considers appropriate.

The Board of Trustees and the Advisory Council will be led by the Chair, the President of the Microbiology Society.

2. What does the Board of Trustees do?

The Trustees are the governing body of the Microbiology Society and are, collectively and personally, ultimately responsible for all the Society's activities.

Trustees of the Microbiology Society will:

- Ensure that the Society complies with its constitution, charity law, company law and any other applicable legislation and regulations.
- Analyse and contribute positively to the strategic development of the Society, establishing clear objectives to deliver the agreed strategy and associated plans, and regularly reviewing performance against these objectives.
- Support with setting the strategic direction of the Society's publishing business, with the aim to protect existing sales revenue and ensuring the Society is at the forefront of new initiatives to grow its income.
- Maintain the financial viability of the Society and ensure the best use of financial and other resources in pursuit of the charitable objects, including ensuring the proper investment of funds.
- Ensure that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.
- Uphold the charitable aims of the Society and ensure these are reflected in Board discussions.
- Participate fully in the work of the Board, including induction, training and performance evaluation, and ensure the corporate responsibility of the Board of Directors.
- Collaborate with the senior staff of the Microbiology Society to ensure the effective implementation of Board decisions and hold them to account for the effective management and delivery of the Society's strategic aims and objectives.
- Be representatives of the Society, maintaining its values and reputation and adhering to the Society's Code of Conduct.

You can read about our Vision, Mission, Values and full Strategy [here](#).

3. Qualities of an Elected Trustee

Elected Members of the Trustee Board should possess the following qualities:

- Knowledge and understanding of overseeing budgeting and financial performance.
- Strategic thinking skills and the ability to process a range of information, participate in discussion, and constructively challenge where necessary.
- A willingness and ability to devote the necessary time commitment and to respond to tight deadlines where necessary.
- Understanding of the range of different needs and challenges affecting members and the microbiology community.
- Ability to communicate with tact and diplomacy and foster a welcoming and collaborative environment, with experience of participating in Society Committee or equivalent leadership meetings.

- An ability to act with impartiality, to make sound judgements and a willingness to accept collective responsibility for Board decisions.
- A willingness to act in the overall best interest of the Society, without conflict of interest and conflict of loyalty.
- Demonstrable commitment to the Microbiology Society activities, this may be through a number of years membership and/or involvement in other Society activities.