

# President of the Microbiology Society

## 1. Executive Officers

The overriding role of the Executive Officers (President, Treasurer and General Secretary) is to work together to monitor the affairs of the Microbiology Society so as to support Council in deliberations and decision-making.

The Executive Officers maintain close and regular contact with the Chief Executive. This approach allows the Chief Executive to oversee general operational and management affairs between Council meetings. The Executive Officers, in turn, maintain close and regular contact with other members of Council to keep them abreast of issues as and when appropriate.

The Executive Officers maintain an oversight of the roles of the relevant Council Chairs and senior staff members so as to ensure effective and appropriate communication with the Society.

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.

## 2. Duties

In this influential role, the President will work with the Chief Executive, the Officers and Members of Council in leading the Society in pursuit of its objectives. The President acts as custodian for the Society's mission and objectives and is responsible for overall direction of the Council, ensuring that the Council takes an effective role in the governance of the Society. The Presidency is far more than a figurehead.

The President is the Chair of the Council of the Society (who are charity Trustees and company Directors), comprising the three Officers, the Chairs of standing Committees, the Chair of the Early Career Microbiologists' Forum and Elected Members. The President represents the Society externally and is responsible with the Chief Executive for the effective and efficient running of the Society.

The President is the Chief Executive's line manager. In practice, management of the Chief Executive is usually accomplished collaboratively with the other Officers.

The President is accountable to the Council of the Society and to the Membership at the Annual General Meeting.

The President:

- demonstrates leadership of the Society both internally and externally,
- represents the views and needs of the membership, including to senior staff of the Microbiology Society and through Council,

- works closely with the Executive Team (Treasurer, General Secretary, Chief Executive) and with Council to further the aims of the Society,
- ensures that the Society reflects the full breadth of the discipline of microbiology,
- represents the Society externally to other societies, to policy makers, to the media and the public,
- works to improve links with members, other societies, policy makers and the public to increase awareness of the Society's role and of the discipline of microbiology,
- chairs the Annual General Meeting of the Society,
- chairs meetings of the Council of the Society and ensures that they give adequate focus to delivering Council's agreed strategy,
- attends meetings of Committees as appropriate.

### **3. Person specification**

#### **3.1 Essential attributes**

- Is a member of the Microbiology Society
- Has recognition among the community of microbiologists in the UK and Ireland
- Will promote and embed diversity and an inclusive and welcoming culture in the Society
- Has experience of scientific leadership in a professional capacity
- Has experience of chairing effective meetings, including those dealing with complex issues
- Has experience commensurate with representing the Society to external bodies
- Has time and commitment to the role (approx. 25 days per annum)
- Shows ability to exercise judgement across a broad spectrum of management issues

#### **3.2 Desirable attributes**

- Is appropriately networked to the scientific community, other societies, and/or policy-makers
  - Has taken a leading national or international role in the development of microbiology
  - Has an excellent track record in research, teaching or outreach
  - Has previous experience of working with the Society
  - Has enthusiasm to lead with others one or more of the Society's strategic aims
  - Has an understanding of the breadth of microbiology and its relationship to other disciplines
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- Shows understanding of the range of organisations in which members work

