

Division Member Role Description

Background:

Reporting to the Scientific Conferences Panel, the Divisions are responsible for planning and developing the scientific content for the Society's conference and events programme.

The three scientific Divisions; Eukaryotic, Prokaryotic and Virus, each represent members working in specific areas within microbiology, while the Irish Division liaises between the Society and its members based on the island of Ireland. They each work independently to plan some conference sessions, they also collaborate to develop symposia with cross-cutting themes.

Time commitment:

In total, the time commitment is approximately 10 days per year, including meetings.

The Divisions meet in January and May of each year with email communication between meetings.

Terms of office:

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

Process:

Division members are elected by members of the Society.

Eligibility:

Full, Full Concessionary, Postgraduate Student or Honorary Members are eligible to apply to serve on a Division. Applicants should ensure they have the skills and time to serve on a division and are encouraged to discuss the role with the Chair or Chair-elect prior to application.

Remuneration:

The role is not accompanied by any financial remuneration, although reasonable 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.

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 do the Divisions Members do?

The role of Division members includes:

- To bring perspectives from the range of different needs and challenges affecting members and the microbiology community
- Attend Division meetings (typically two a year) and actively participate in discussion
- Attend Divisions Day (one full day, in person meeting in London)
- Attend the Annual Conference
- Suggest topics and speakers for symposia and be sufficiently networked and experienced to be able to invite speakers where appropriate
- Assist in the organisation and chairing of symposia and workshops at Annual Conference
- Contribute to the scoring and selection of suitable abstracts for poster and oral presentations at Annual Conference
- Engage with editors and make suggestions for translating events content into journals content
- Assist with other relevant activities, for example: review student grant applications, contribute to policy panels, judge posters and the Early Career Microbiologist of the Year competition
- Promote and advocate for the Microbiology Society, including recruitment of new members and encouraging their involvement at Annual Conference
- Suggest and nominate individuals for Society Prizes
- To be a representative of the Society, maintaining its values and reputation and adhering to the Society's Code of Conduct.

2. Division Member attributes

- Possess a track record in relevant microbiology (evidenced by publications or through with industrial activity in the sector)
- Have a willingness and ability to devote the necessary time commitment and to respond to tight deadlines where necessary
- Demonstrable experience of management and organisational activities, for example through committee participation or experience of organising large scale events
- To be sufficiently networked and possess interpersonal skills to encourage participation from invited speakers
- To be willing and able to collaborate productively with Society staff
- Able to critically assess scientific contributions (abstracts and symposia topics, judge posters)
- Able to use networks to harness cohesion and synergy between committees, divisions, panels and editorial boards
- Able to communicate with tact and diplomacy and foster a welcoming and collaborative environment