

Role description:

Chair of Audit, Risk and Evaluation Committee

The Audit, Risk and Evaluation Committee is responsible for the oversight of the (i) annual audit process, (ii) the Governance and Risk Management Framework; and (iii) the Evaluation Framework to support the Society's three main strategic objectives:

1. We will enable our members to strengthen their existing relationships and gain access to new communities, unlocking the potential for knowledge exchange.
2. We will advance understanding of microbiology and champion the contribution made by microbiology, our members, and their work in addressing global challenges.
3. We will reinforce the Society's long-term sustainability and resilience by diversifying income streams, increasing efficiency and ensuring robust governance.

1. Role of the Chair

The Chair of the Audit, Risk and Evaluation Committee, an external Chair, plays a key role by supporting the Trustee Board but does not sit on the Trustee Board directly.

The Chair will use their experience and knowledge to provide an external perspective on the delivery of the annual audit; the risk management of the Society's activities; and the evaluation of those activities.

The Chair will be responsible for ensuring that the Committee meets its Terms of Reference, which are attached as an appendix to this Role Description.

They will also provide an informal source of independent advice to the Chief Executive, the Chief Operations Officer, and other directors as appropriate and will report to the Trustee Board annually at its July meeting.

2. Generic requirements

1. A clear understanding of:
 - a. financial statements, accounting, and internal controls.

- b. risk management, from risk identification through risk assessment, risk mitigation and risk reporting
 - c. impact and evaluation
2. Proven ability to bring challenge to the Trustee Board, together with an understanding of how to balance this against control and delivery risks.
3. The ability to develop a clear view of what we are trying to achieve and to contribute to delivering against this vision.
4. A demonstrably collaborative way of working, for example with fellow Committee members, other senior members of the Society and wider Society stakeholders.
5. Excellent communication of key messages to both internal and external audiences, and the ability to listen to and a willingness to act upon feedback.

3. Person specification

3.1 Essential

- Strong credibility in own field
- Ability to absorb complex information and creating evidence-based strategies; evaluating and analysing options, impacts, risks and solutions
- Ability to share business experience; insight of commercial markets and the wider economic context to support the development of strategic business development propositions, sound commercial decision-making and recommendations
- Ability to provide independent scrutiny and sound judgement, providing both challenge and support to management to ensure the Society delivers on its strategic, business and financial plans
- Strong committee / meeting chairing skills
- Good communication skills
- Good people skills
- A reputation for fairness and good governance

3.2 Desirable

- Understanding of, and interest in, financial management and investment
- An interest in the activities of the Society

4. Timing, time commitment and remuneration

You will be invited to take up post by 1 January 2027.

The basic time commitment for formal Audit, Risk and Evaluation Committee meetings and other activities will be around 8 to 12 days per year, which includes an allowance for meeting preparation time. This post is not formally remunerated but all reasonable expenses incurred will be reimbursed.

The Microbiology Society is located in London and Audit, Risk and Evaluation Committee meetings are normally held at its offices and/or remotely.

5. Duration of appointment

The appointment will be for a period of three years.

6. Contact

For more information, please contact

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