

# Microbiology Society Terms of Reference

## Virus Division

### 1. General

#### 1.1 Advisory Council and Committees

The Microbiology Society is both a registered charity and a company limited by guarantee, first incorporated in 1972.

The business of Advisory Council is facilitated by several Committees. These Committees are chaired or co-chaired by Council members and include one or more elected members as well as respective members of Society staff. The current Committees are as follows:

- Building Communities
- Impact and Influence
- Sustainability
- Early Career Forum Executive
- Finance
- Audit, Risk and Evaluation
- Members Panel

There is also a Scientific Conferences Panel (SCP) responsible for overseeing the delivery of the scientific conferences programme to support the Society's three main strategic objectives, ensuring the delivery of conferences that are appealing to the membership. SCP also coordinates the activities of the Microbiology Society Divisions covering Virology, Eukaryotic and Prokaryotic microbiology, and the Irish Division.

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.

By participating in Division meetings, all Division members agree to respect other members' opinions and give all present a chance to contribute. The co-Chair/Chair is responsible for running the meeting, please support them to keep to time. Certain topics discussed will be confidential, therefore Division members are asked to be mindful not to repeat such information outside of the meeting.

#### 1.2 Divisions

The Society's conference and events programme is planned by SCP and the Divisions, with input from the wider membership. The Divisions aim to promote microbiology in its widest context. They provide a scientific focus for a subject that has often been fragmented over a range of different subject areas, scientific groups and societies.

## **2. Virus Division**

### **2.1 Background**

The Virus Division aims to promote all aspects of virology research and innovation, encompassing viruses from mammalian through to plant, insect and bacterial hosts. The Division is made up of members with expertise in structural, molecular, cell biological, evolutionary and host interactions, together with clinical and translational aspects of virology, to provide a comprehensive representation of current interests within the virology community.

### **2.2 Composition**

The Virus Division is typically comprised of:

- Chair
- Chair-Elect
- Up to 16 Ordinary members
- Two additional members co-opted from the Clinical Virology Network
- One Early Career Forum Representative

Prospective applicants should contact the Chair / Chair-elect ahead of standing.

All efforts should be made to ensure equal gender balance on the Division in line with Society policies.

### **2.3 Terms of Office**

The term of office of Ordinary members will be three calendar years. Members will also be invited to attend the first meeting held after the end of their term to assist with programme planning for the following year's Annual Conference. Members who miss two consecutive meetings/events without satisfactory explanations, or who are otherwise unable to commit to the activities of the Division, will be asked by the Chair to consider their position and may be stepped down by the Chair.

The term of office of the Chair and Chair-Elect is two years from the time of appointment to that role.

### **2.4 Division meetings**

The Virus Division meet in January each year when all Divisions meet to discuss the forthcoming Annual Conference arrangements/abstract selection and put forward ideas for the following year, plus any other business related to SCP.

The Division usually hold a second meeting in May of each year with email communication between meetings.

## **2.5 Division roles**

### **2.5.1 Chair**

The role of the Chair is as follows, in addition to those of Ordinary members:

- Represent the Division on the Scientific Conferences Panel (three one-day meetings per year, typically in January, July and October)
- Communicate between SCP/Society staff and Division members
- Galvanise Division members into action for required deadlines
- Be prepared for Division meetings to lead discussion and draw out actions with specific people assigned
- Organise twice-yearly Division meetings (timeslot/agenda/minutes/action log)
- Oversee Division symposia at conferences and ensure smooth delivery
- Oversee Early Career Microbiologist of the Year Award judging
- Copy in Chair-Elect
- Liaise with the Early CareerForum
- Identify and canvas for new Division members, welcome them once appointed and outline role/expectations

### **2.5.2 Chair-Elect**

The role of the Chair-Elect is as follows, in addition to those of Ordinary members:

- Assist and serve as deputy to the Chair
- Represent the Division on the Scientific Conferences Panel (three one-day meetings per year, typically in January, July and October)

### **2.5.3 Ordinary members**

The role of Ordinary members is as follows:

- Attend twice-yearly Division meetings (January and May)
- Attend the Annual Conference
- Suggest topics and speakers for symposia
- Assist in the organisation and chairing of symposia and workshops at Annual Conference

- Select suitable abstracts for presentation at Annual Conference
- Make themselves available from time to time to assist the Society with other relevant business, for example: review student grant applications, contribute to policy panels, judge posters and the Early Career Microbiologist of the Year competition
- Assist with the general business of the Virus Division
- 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

## **2.6 Appointment of new Chair**

The Chair-Elect, to become Chair, is sought via an open call to the Society membership and all applications considered by an appointments panel to include the Co-Chair and Chair-Elect of the Building Communities Committee who also Chairs the Scientific Conferences Panel, the current Chair and Chair-Elect of the recruiting Division and a fifth member drawn from the Editorial Boards. The appointment panel's recommendations, including reasoning and application materials, will be submitted to Advisory Council for approval of a single candidate, or for a decision if a selection of candidates have been put forward, and then to confirm appointment.

### **2.6.1 Qualifications of a Chair/Chair-Elect**

- Strong track record and profile in virology
- Demonstrated commitment to the function of the Virus Division and the Microbiology Society
- Strong commitment to Microbiology Society journals and the need to feed content from Society conferences and events to the journals
- Sufficient management experience and interpersonal skills
- Capacity and willingness to serve in this role

## **2.7 Election of new members**

Elections will be held annually by the Society to replace retiring members. The Chair and Chair-Elect will consult to ensure that vacancies are either open or restricted to areas that need to be filled to maintain the diversity of the Division. If only one nomination per vacancy is received, no election will be required. Where multiple nominations are received for vacancies, in the first instance the Division Chair and Chair-Elect will review nominations to redistribute among other areas if appropriate.

In cases where a Division vacancy is not filled through the election process, the Chair and Chair-Elect may seek to co-opt a member to address that deficiency.

The EC Forum representative is elected by the EC Forum Executive Committee and appointed to the Division.

#### **2.7.1 Desired qualification and experience of new Division members**

- Possess a track record in virology
- Prepared to commit time and motivated to do so
- Organisational ability
- Interpersonal skills to encourage participation from invited speakers and work productively with Society staff
- Capable to critically assess scientific contributions (abstracts and symposia topics, judge posters)

### **3. Review**

These Terms of Reference of the Virus Division should be reviewed and renewed or updated at least every two years.