Chair of the Professional Development Committee

The Professional Development Committee, led by the Chair, must identify and consider the professional development needs of all diverse communities of the membership of the Society and establish a programme of activities to support a range of career stages.

# Chairs of Committees

The composition of Council includes the Chairs of the six Committees of the Council. These are; Communications Committee, Policy Committee, Professional Development Committee, the Scientific Conferences Committee, the Early Career Microbiologists’ Forum Executive Committee and the Publishing Committee.

The Chairs of Committees will maintain close and regular contact with the staff at the relevant department of the Society and report to Council at quarterly Council meetings to keep them abreast of activities of the Committee as, and when, appropriate.

# Generic duties

1. The Chair will be responsible for the leadership of the Committee; ensuring that the necessary business of the Committee is carried out effectively in pursuit of the Society’s mission and strategic aims.
2. The Chair will ensure that the Committee acts in accordance with its own Terms of Reference, the Society’s Articles of Association, Equality and Diversity statement and all internal policies.
3. The Chair will ensure that all members are clear on the business to be transacted, encourage contribution and input from all utilising the relevant skills and expertise of members as appropriate, and guide towards clear decision making and action.
4. The Chair will actively listen and effectively summarise the views of the group, acting as a democratic mediator if required, build consensus and ensure collective responsibility.

# Specific Duties

1. Provide inspirational leadership to drive forward the Professional Development Implementation Plan and associated activities.
2. To identify skills and knowledge needs/gaps of the committee to ensure representation across all microbiological communities for example, early career, clinical, industrial etc.
3. Provide strategic input into the development of programmes and activities across all communities.
4. Act as figurehead for Professional Development events, facilitating and leading activities.
5. Engage Council with the activities of the Committee and influence decision making to drive forward Professional Development objectives.

# Person specification

*Essential attributes*

* Active interest in the professional development of a diverse range of microbiologist communities
* An inspiring and confident speaker
* Adaptable and diplomatic
* Collaborative
* Active listener with ability to summarise discussions concisely
* Impartial yet decisive
* Good time management
* Experience of committee work/membership.
* Familiarity with Society activities

*Desirable attributes:*

* Experience of Committee chairing
* Ability to network
* Experience of community-building and leadership