

Early Career Forum Executive Committee Member Role Description

Background:

Reporting to the Advisory Council, the Early Career Forum Executive Committee oversees the work of the Early Career (EC) Forum and ensures that the views of the EC Forum are considered across all streams of the Society's work. The EC Forum Executive Committee collaborates with all other branches of the governance structure to ensure due consideration for EC members and their needs by holding representative positions across all Committees, Divisions and Standing Panels.

Time commitment:

In total, the time commitment is approximately 7 days per year, including meetings.

The EC Forum Executive Committee meets twice a year in April and September. Members also attend the meetings of the relevant Committee, Division or Panel on which they sit as an ECF representative. This is usually an additional two meetings per year.

Meetings are typically a mix of remote and in person and approximately 2 – 3 hours in length. Papers are circulated a week before the meeting and members are expected to read them ahead of the meeting and come prepared to participate in discussions.

There may be other ad hoc business that takes place between meetings.

Terms of office:

EC Forum Executive Committee members serve for two years.

Eligibility:

Any member of the EC Forum, including Undergraduate and Affiliate members, are eligible to hold office on the EC Forum Executive Committee.

Process:

EC Forum Executive Committee members are elected by members of the EC Forum.

Remuneration:

The role is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed.

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 is the Early Career Forum Executive Committee?

Reporting to the Advisory Council, the Executive Committee is responsible for ensuring that the views of the Early Career Forum are considered across all streams of the Society's work to support the Society's three main strategic objectives:

1. *Through a better understanding of the diversity of our members, we will enable them to strengthen their existing relationships and gain access to new communities, unlocking the potential for international collaboration and global knowledge exchange.*
2. *By harnessing local knowledge for worldwide impact, we will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.*
3. *By recognising global differences in accessing opportunities at the Microbiology Society, we will build on existing strong financial and governance foundations to reinforce long-term sustainability and resilience through diversifying income streams, increasing efficiency and ensuring robust mechanisms for decision-making, monitoring and evaluation.*

The EC Forum Executive Committee ensures that early career members and their views are included in the design and development of Society activities to advance careers in microbiology. The Forum's activities include personal and professional development schemes and events such as the EC Summer Conference and the EC Chairing Scheme at Annual Conference.

Further detail on the work of the committee can be found in its Terms of Reference.

2. Committee Member duties/attributes

- To bring perspectives from the range of different needs and challenges affecting early career members and the microbiology community
- To read committee papers, attend committee meetings and actively participate in discussion
- A willingness and ability to devote the necessary time commitment and to respond to tight deadlines where necessary.
- To advise, oversee and support the implementation of the duties of the Committee as noted in its [Terms of Reference](#)
- To take forward the actions of the committee as relevant
- To utilise networks to harness cohesion and synergy between committees, panels and boards
- To communicate with tact and diplomacy and foster a welcoming and collaborative environment, including being comfortable voicing their opinions among more senior colleagues that would be present on other Committees, Divisions and Panels.