

## Microbiology Society – Chair Elect, Prokaryotic Division

**Background:**

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. 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. 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 20 days per year, including meetings.

**Terms of office:**

Members serve for two years and chair-elect and then two years and Chair. Terms start and finish with the calendar year.

**Process:**

Division Chairs are appointed by the Advisory Council on the recommendation of an Appointments Panel.

**Eligibility:**

Full, Full Concessionary, Postgraduate Student or Honorary Members are eligible to apply. Applicants should ensure they have the required skills and time to serve as Chair-elect and are encouraged to discuss the role with the current 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.

**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. Scientific Conferences Panel

Reporting to the Building Communities Committee, the Scientific Conferences Panel (SCP) is 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'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 area that has often been fragmented over a range of different subject areas, scientific groups and societies.

## 2. Prokaryotic Division

### 2.1 Background

The Prokaryotic Division is responsible for liaising between the Microbiology Society and members working on prokaryotic microbiology.

### 2.2 Composition

The Prokaryotic Division is typically comprised of:

- Chair
- Chair-Elect
- 18 Ordinary members with remits within 9 broad areas of expertise in prokaryote microbiology
- 1 representative from the Federation for Infection Societies (FIS)
- 1 Early Career Microbiologists' Forum Representative

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

## 3. Role of Chair and Chair-Elect

The Terms of Office for each position is two years, after which the Chair Elect is expected to move in the Chair role for a further two years.

### 3.1 Chair

The role of the Chair is as follows:

- Organise and attend meetings of the Division (no more than two meetings per year)
- Attend and participate in Divisions Day (one full day, in person meeting in London)
- Represent the Division on the Scientific Conferences Panel (three virtual meetings per year, typically February, June and October)
- Attend Building Communities Committee and represent the Division (two x1-day meetings, one virtual in May and one in person in London in October)
- Manage the organisation of the Prokaryotic aspects of the Annual Conference
- Suggest topics and speakers for symposia and be sufficiently networked and experienced to be able to invite speakers where appropriate
- Represent the Division to the Society and act as liaison
- Engage with editors and make suggestions for translating events content into journals content
- Communicate with tact and diplomacy and foster a welcoming and collaborative environment to ensure participation of all division members
- Ensure the effective functioning of the Division and seek replacement of inactive or non-productive members if required
- Oversee Early Career Microbiologist of the Year judging
- Ensure effective communication between Scientific Conferences Panel, Division members and Society staff

### 3.2 Chair-Elect

The role of the Chair-Elect is as follows:

- Shadow, assist and serve as deputy to the Chair
- Attend meetings of the Division (no more than two meetings per year)
- Represent the Division on the Scientific Conferences Panel (three virtual meetings per year, typically February, June and October)

### **3.3 Person specification for Division Chair/Chair-Elect**

- Sufficient understanding of the important role of the Prokaryotic Division within the Microbiology Society
- Strong commitment to Microbiology Society journals and the need to feed content from Society conferences and events to the journals
- Demonstrated commitment to the function of the Microbiology Society (e.g. unbroken membership for a number of years, previous involvement in committees or panels within the Microbiology Society)
- Experience of organising large scale events and conference sessions, this may have been gained through previous membership of the division
- Well connected in relevant networks to be able to attract and invite high quality speakers
- Sufficient management experience and interpersonal skills, ideally gained through leadership of a similar body
- Capacity and willingness to serve in this role