

Federation of Infection Societies (FIS) Representative

1. Terms of Reference

Federation of Infection Societies (FIS) Meeting Objective:

To deliver a high quality, cost-neutral conference that enables all FIS member organisations to participate in the organisation of plenary and parallel sessions with all costs for the main programme met from Conference income.

Purpose of the role:

The role of the Microbiology Society Chair and Chair Elect of FIS is to ensure the Society is fully represented and participating in the prepared programme at the FIS annual meeting (normally held at the end of November) as well as supporting the overall programme arrangements and promotion of the conference sessions during the Society's host year (one in every 4 meetings).

2. Duties

The FIS Chair and Chair Elect will advise, oversee and/or ensure the implementation of the following objectives:

1. To report to the Scientific Conference Committee (SCC) providing advice and expertise on the development of this strategic involvement, either in person or through a bulletin.
2. Provide a breadth of relevant scientific content at the annual FIS meeting as planned by the Chair and Chair Elect and the relevant organising committee, ensuring the highest level of microbiological science, through fair and transparent processes, in line with the Society's policy on Equality and Diversity.
3. In the hosting year work with the Society staff or external conference organisers to ensure that the activities delivered are in line with the agreed strategy and budget.
4. Ensure there is close collaboration with other committees and organisations on areas of common interest.
5. To ensure relevant advice and recommendations are properly reported to SCC.

3. Meeting schedule

The Chair and/or Chair Elect will update SCC three times a year either in person at SCC or through a written update. This will be in January, July and October. In addition, they will transact any additional business between meetings by email and other communications to ensure sufficient reporting mechanisms.

As representative, the Chair and Chair-Elect of FIS will also be required to attend any meetings organised by the hosting society or take part in teleconferences as and when required.

*The Chair will serve in office for two years.

** The Chair-Elect will serve in office for two years then move into the place of the Chair.

Appointments will operate from January through to December the following year.

4. Expenses and support

The Society will support the FIS Chair and Chair Elect to attend relevant meetings and events by reimbursing expenses incurred in accordance with the Society's expenses policy.

The roles will be supported by the Head of Conferences and Events
Other members of staff attend meetings as appropriate.