

## Elected Member of Advisory Council Role Description

**Background:**

The Advisory Council, reports directly to the Board of Trustees and is responsible for delivering active engagement and insights on behalf of the microbiology community. It includes seven representatives elected by the membership of the Society. Elected Members of Advisory Council also sit on one of the Society's Committees.

**Time commitment:** In total, the time commitment is approximately 8 days per year, including meetings. Advisory Council meets twice a year in July and December. Committees meet twice a year in May and October.

Meetings are typically a mix of remote and in person and approximately 2 – 3 hours in length. In person meetings are usually held at the Society offices in London. 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.

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

**Term and process:** Elected Members of the Advisory Council are elected via anonymous ballot by the voting membership following ratification by the Applications Review Panel. They serve for three years.

**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 Advisory Council?

Working with the Society's staff, the Advisory Council is responsible for delivering active engagement and insights on behalf of the microbiology community. The Advisory Council reports to the Board of Trustees who bear the legal responsibilities of Trustees of the Charity and Directors of the Company. The governing document for the Advisory Council is the Society's Bye-Laws. The Advisory Council of the Society consists of up to 20 members. Of these, seven representatives are elected by the membership of the Society, two are elected by the Early Career Forum, eight are appointed as co-Chairs of our Committees, and three are appointed as Executive Officers: the President, General Secretary and Treasurer, who also sit on the Society's Board of Trustees.

Advisory Council has various formal duties such as; receiving recommendations for Appointed Governance Positions and the results of the annual elections, receiving recommendations for Prize Lecture Winners and voting for the annual Prize Medal Winner, considering Honorary Membership nominations but also undertakes more discursive sessions on areas of business.

## 2. Why join Advisory Council?

There are many benefits to joining our Advisory Council. As well as the professional development and networking opportunities, a chance to contribute to a Society that supports your career and an opportunity to help enhance the activities that we offer, we find that many members of our governance structure really enjoy becoming more connected to the Microbiology Society community while carrying out their roles.

## 3. Advisory Council Member duties/attributes

- To bring perspectives from the range of different needs and challenges affecting members and the microbiology community.
- To read Advisory Council papers, attend Advisory Council meetings, actively participate in discussion and a willingness to constructively challenge where necessary.
- 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 Advisory Council as noted in the Society's [Bye-laws](#).
- To take forward the actions of the Advisory Council as relevant.
- To utilise networks to harness cohesion and synergy between the Advisory Council, committees, panels and boards.
- To communicate with tact and diplomacy and foster a welcoming and collaborative environment.