

Microbiology Society Terms of Reference

Irish Division

1. General

1.1 Advisory Council and Committees

The Microbiology Society is both a registered charity and a company limited by guarantee, first incorporated in 1972.

The business of Advisory Council is facilitated by several Committees. These Committees are chaired or co-chaired by Advisory Council members and include one or more elected members as well as respective members of Society staff. The current Committees are as follows:

- Building Communities
- Impact and Influence
- Sustainability
- Early Career Forum Executive
- Finance
- Audit, Risk and Evaluation
- Members Panel

There is also a Scientific Conferences Panel (SCP) 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 is committed to creating an inclusive culture that supports equality and diversity and fully reflects both its membership and the global microbiology community across all protected characteristics. The Society seeks to actively encourage all practices that reflect a diverse society.

By participating in Division meetings, all Division members agree to respect other members' opinions and give all present a chance to contribute. The co-Chair/Chair is responsible for running the meeting, please support them to keep to time. Certain topics discussed will be confidential, therefore Division members are asked to be mindful not to repeat such information outside of the meeting.

1.2 Divisions

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 that has often been fragmented over a range of different subject areas, scientific groups and societies.

2. Irish Division

2.1 Background

The Irish Division is responsible for liaising between the Microbiology Society and members on the island of Ireland. This includes, but is not limited to, the organisation of events that are aimed at providing training and networking opportunities for researchers, particularly early-career researchers. All major microbiological systems are included, including bacteria, eukaryotic microbes and viruses.

2.2 Composition

The Irish Division is typically comprised of:

- Chair
- Chair-Elect
- Six to eight Ordinary members
- One Early Career Forum Representative

The Irish Division will endeavour to represent all areas of microbiology but will absolutely maintain a membership with the appropriate geographical distribution to ensure adequate representation of all microbiologists on the island of Ireland:

- Dublin (UCD, TCD, DCU, DIT, ITT): Two members
- Cork (UCC, CIT): One member
- Galway (NUIG, GMIT): One member
- Northern Ireland (QUB, UU): One member
- Open (anywhere on island of Ireland): Two to three members

Additional members can be co-opted at any time in order to undertake specific tasks e.g. organising a conference.

2.3 Terms of Office

The term of office of ordinary members will be three calendar years. This may be extended by one year on the recommendation of the Chair (typically to maintain diversity, balance or to facilitate a specific task).

The term of office of the Chair and Chair-Elect is two years from the time of appointment to that role.

2.4 Division meetings

The Irish Division typically meets no more than twice a year, with email communication between meetings.

2.5 Division roles

2.5.1 Chair

The role of the Chair is as follows:

- Organise and attend meetings of the Irish Division (no more than two meetings per year)
- Represent the Division on the Scientific Conferences Panel (three one-day meetings per year, typically in January, July and October)
- Represent the Irish Division to the Microbiology Society and act as liaison
- Ensure the effective functioning of the Irish Division and seek replacement of inactive or non-productive members if required

2.5.2 Chair-Elect

The role of the Chair-Elect is as follows:

- Assist and serve as deputy to the Chair
- Attend meetings of the Irish Division (no more than two meetings per year)
- Represent the Division on the Scientific Conferences Panel (three one-day meetings per year, typically in January, July and October)

2.5.3 Ordinary members

The role of Ordinary members is as follows:

- Attend meetings of the Irish Division (no more than two meetings per year)
- Attend the Microbiology Society Annual Conference and/or Irish Division-organised Focused Meetings
- Propose topics for symposia and assist in the organisation and chairing of Irish Division-organised Focused Meetings
- Assist with the general business of the Irish Division, including recruitment of potential new Division meetings
- Promote and advocate for the Microbiology Society, including recruitment of new members and encouraging their involvement at Annual Conference

2.6 Appointment of new Chair

The Chair-Elect, to become Chair, is sought via an open call to the Society membership and all applications considered by an appointments panel to include the Co-Chair and Chair-Elect of the Building Communities Committee who also Chairs the Scientific Conferences Panel, the current Chair and Chair-Elect of the recruiting Division and a fifth member drawn from the Editorial Boards. The appointment panel's recommendations, including reasoning and application materials, will be submitted to Advisory Council for approval of a single candidate, or for a decision if a selection of candidates have been put forward, and then to confirm appointment.

2.6.1 Qualifications of a Chair/Chair-Elect

- Sufficient understanding of the important role of the Irish Division within the Microbiology Society
- 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)
- Strong commitment to Microbiology Society journals and the need to feed content from Society conferences and events to the journals
- Sufficient management experience and interpersonal skills
- Capacity and willingness to serve in this role

2.7 Election of new members

Elections will be held annually by the Society to replace retiring members. The Chair and Chair-Elect will consult to ensure that vacancies are either open or restricted to geographical and/or subject areas that need to be filled to maintain the diversity of the Division.

In cases where a Division vacancy is not filled through the election process, the Chair and Chair-Elect may seek to co-opt a member to address that deficiency.

The EC Forum representative is elected by the EC Forum Executive Committee and appointed to the Division.

2.7.1 Desired qualifications and experience of new Division members

- Possess a track-record in microbiology (as publications or equivalent)
- Demonstrable commitment to Microbiology Society activities. This may be through a number of years of membership and/or involvement in other Society activities.
- Organisational ability and a willingness to play a constructive role in the Division (e.g. organise a symposium, networking etc)

3. Review

These Terms of Reference of the Irish Division should be reviewed and renewed or updated at least every two years.