

Microbiology Society Terms of Reference

Eukaryotic Division

1. General

1.1 Council and Committees

The Microbiology Society is both a registered charity and a company limited by guarantee, first incorporated in 1972. Members of Council bear the legal responsibilities of Trustees of the Charity and Directors of the Company.

The business of Council is facilitated by several Committees. These Committees are chaired or co-chaired by 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 Microbiologists' Forum Executive
- Finance
- Audit, Risk and Evaluation

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 panel meetings, all panel 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 panel 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. Eukaryotic Division

2.1 Background

The Eukaryotic Division is responsible for liaising between the Microbiology Society and members working on eukaryotic microbiology. All major eukaryotic systems are included as well as their interactions with bacteria and viruses. The Division is especially cognisant of the fragmentation of Eukaryotic Microbiology among multiple learned societies and will endeavour to maintain cooperative links with these societies. This will include active efforts for mutual support and organisation of joint events, for example symposia at the Annual Conference of Focused Meetings. The Division will support initiatives that deepen the relationship between these other societies/interest groups and the Division.

2.2 Composition

The Eukaryotic Division is typically comprised of:

- Chair
- Chair-Elect
- 12-14 Ordinary members
- 1 representative for Protistology-UK
- 1 Early Career Microbiologists' Forum Representative

The Eukaryotic Division should endeavour to represent the following areas and species groups:

- Fundamental, Medical, Environmental, Applied and Translational (including biotechnology)
- Yeast, filamentous fungi, algae, protists

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

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 or balance). Members who miss two consecutive meetings/events without satisfactory explanations, or who are otherwise unable to commit to the activities of the Division, will be asked by the Chair to consider their position and may be stepped down by the Chair.

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 Eukaryotic Division typically meet in person 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 twice-yearly meetings of the Division
- Represent the Division on the Scientific Conferences Panel (three x 1-day meetings per year, typically January, July and October)
- Represent the Division on the Building Communities Committee (2 x 1 day meetings per year, typically May and October).
- Manage the organisation of the Eukaryotic aspects of the Annual Conference
- Represent the Eukaryotic Microbiology Division to the Society and act as liaison
- Ensure the effective functioning of the Eukaryotic 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
- Represent the Division on the Scientific Conferences Panel (three x 1-day meetings in London per year, typically January, July and October)

2.5.3 Ordinary members

The role of Ordinary members is as follows:

- Attend twice-yearly meetings of the Eukaryotic Division
- Attend the Microbiology Society Annual Conference
- Propose topics for symposia and assist in the organisation and chairing of symposia at the Annual Conference
- Make themselves available from time-to-time to assist the Society with other relevant business: for example, reviewing grant applications, contributing to policy activities, providing inputs to eukaryotic topics, judge posters and/or talks, advise on industrial liaison and public outreach
- Assist with the general business of the Eukaryotic Division
- Promote and advocate for the Microbiology Society (especially Eukaryotic areas), including recruitment of new members and encouraging their involvement at Annual Conference and Focused Meetings

2.6 Appointment of new Chair

The Chair-Elect, to become Chair, is sought via an open call to the Society memberships and all applications considered by a small 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 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 cognisance of the breadth of eukaryotic microbiology
- Demonstrated commitment to the function of the Eukaryotic Division and/or 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 areas that need to be filled to maintain the diversity of the Division.

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

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

2.7.1 Qualifications and experience of new Division members

Essential:

- Possess a track-record in microbiology (as publications or equivalent)
- Organisational ability and a willingness to play a constructive role in the Division (e.g. organise a symposium, networking etc)
- Capable of assessing scientific contributions (abstracts and symposia topics, judge posters)

Desirable:

- Demonstrative commitment to the Microbiology Society activities. This may be through a number of years membership and/or involvement in other Society activities.

3. Review

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