

Role description:

Chair of Building Communities Committee

The Building Communities Committee is responsible for driving content themes for events, journals, Microbiology Today and other activities to support the Society's three main strategic objectives:

1. *We will enable our members to strengthen their existing relationships and gain access to new communities, unlocking the potential for knowledge exchange.*
2. *We will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.*
3. *We will reinforce the Society's long-term sustainability and resilience by diversifying income streams, increasing efficiency and ensuring robust governance.*

The Scientific Conferences Panel and Publishing Panel both report to the Building Communities Committee and are each chaired by one of the Committee co-Chairs, in order to create an adequate link between the Committee and these bodies. A Chair-Elect will be appointed to each of the Panels at the appropriate time and in taking this role will also serve as co-Chair-Elect of the Building Communities Committee. Chairs-Elect will become co-Chairs of the Building Communities Committee when they become Panel Chairs of their respective panels.

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.

1. Chairs of Committees

The Composition of Council includes the Chairs of the Committees of the Council. These are: Audit, Risk and Evaluation; ECM Forum Executive; Finance; Building Communities; Impact and Influence; and Sustainability.

The Chairs of Committees will maintain close and regular contact with the relevant staff of the Society and report to Council at quarterly Council meetings to keep them abreast of activities of the Committee as and when appropriate. As the Building Communities, Impact and Influence, and Sustainability Committees have wide remits, each will have two co-Chairs. Co-Chairing is designed to ensure that the work is spread fairly and realistically; for example, co-Chairs may wish to split Chairing duties by dividing the agenda of meetings between them or perhaps take it in turns to prepare and chair each meeting. Co-Chairing should also ensure that if there were a particularly inconvenient time for one co-Chair, it would not necessarily preclude the Committee from meeting.

Twice a year, the General Secretary will Chair a meeting of the General Secretary's Group, which consists of the two co-Chairs from each of the activity Committees and the Chair of the Early Career

Microbiologists' Forum Executive Committee. Members of the General Secretary's Group will be required to report back on their respective Committees, feed into budget proposals and produce a single Equality Diversity and Inclusion report for consideration at the July meeting of Council and present an annual report of Committee business to the December meeting of Council.

In addition, the Co-chairs will transact business between meetings by email and other communications to ensure faithful and accurate reporting to Council. The Society recognises the level of service and commitment provided by the Chairs of the Committees of the Council; being that they are responsible for leading meetings of the Building Communities Committee and will actively participate in Council meetings and additionally serve as key members of the General Secretary's group.

2. Duties

2.1 Generic duties

1. The co-Chairs will be responsible for the leadership of the Committee; ensuring that the necessary business of the Committee is carried out effectively in pursuit of the Society's mission and strategic aims.
2. The co-Chairs will ensure that the Committee acts in accordance with its own Terms of Reference, the Society's Articles of Association, Equality and Diversity statement and all internal policies.
3. The co-Chairs will ensure that all members are clear on the business to be transacted, encourage contribution and input from all utilising the relevant skills and expertise of members as appropriate, and guide towards clear decision making and action.
4. The co-Chairs will actively listen and effectively summarise the views of the group, acting as a democratic mediator if required, build consensus and ensure collective responsibility.
5. The co-Chairs will identify skills and knowledge needs/gaps within the Committee, to ensure it can meet its strategic responsibilities and to ensure representation across all microbiological communities.
6. The co-Chairs will engage Council with the activities of the Committee and influence decision making to drive forward Committee objectives.

2.2 Specific duties

1. The co-Chairs will lead by example to draw together Committees, Divisions, Editorial Boards and relevant staff members to enable our members to strengthen their existing relationships and gain access to new communities, unlocking the potential for knowledge exchange.
2. The co-Chairs will provide a key point of contact for groups of microbiologists who are not currently well represented in our activities, such as clinical microbiologists.
3. The co-Chairs will provide a key point of contact for other societies, industry, funders, educators, regulators and decision makers who may wish to engage with the Society.

3. Person specification

3.1 Essential attributes

- Active interest in the work of the Committee
- Previous engagement with a Society Committee, Division or Editorial Board
- A clear and confident speaker
- Adaptable and diplomatic
- Active listener with ability to summarise discussions concisely
- Impartial yet decisive
- Good time management

3.2 Desirable attributes

- Experience of Chairing a professional body
- Contacts or ability to network within relevant Committee remit communities