

## Early Career Forum Executive Committee

### 1. Terms of Reference

**Purpose:** Reporting to Advisory Council, the Early Career Forum Executive Committee is responsible for coordinating the work of the Early Career Forum to support the Society's three main strategic objectives:

1. *Through a better understanding of the diversity of our members, we will enable them to strengthen their existing relationships and gain access to new communities, unlocking the potential for international collaboration and global knowledge exchange.*
2. *By harnessing local knowledge for worldwide impact, we will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.*
3. *By recognising global differences in accessing opportunities at the Microbiology Society, we will build on existing strong financial and governance foundations to reinforce long-term sustainability and resilience through diversifying income streams, increasing efficiency and ensuring robust mechanisms for decision-making, monitoring and evaluation.*

The Committee will ensure that early career members and their views are included in the design and development of Society activities to advance careers in microbiology. The Committee will work with staff to ensure that the activities delivered are in line with the agreed strategy and budget.

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 Committee meetings, all Committee 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 Committee members are asked to be mindful not to repeat such information outside of the meeting.

### 2. Duties

**The EC Forum Executive Committee will advise, oversee and support the implementation of the following:**

1. Work with Committees, Divisions and relevant staff members to ensure the full conferences programme and the Annual Conference in particular is relevant and attractive to early career microbiologists, with a view to progressing to opportunities for the EC Forum to organise sessions at the Conference and specific meetings throughout the year.

2. Led by the Scientific Conferences Representative and Division Representatives, work with relevant staff members to organise, deliver and attend the EC Summer Conference.
3. Work with relevant Committees and staff members to devise a professional development programme that is relevant for early career microbiologists within an academic setting, clinical and health-related, and industry to enhance their careers.
4. Engage with relevant Committees and staff members to help to develop careers information for early career microbiologists and provide guidance on where the Society can add value.
5. Provide a contact point for student microbiology societies to bring them into the Society.
6. Work with staff to ensure content relevant to early career members is communicated via Society channels and that there is an EC Forum presence on the website to share information on activities and opportunities.
7. Work with staff to ensure that early career microbiologist members are able to engage with the Society, are supported as they continue their journey as members of the Society and can get involved with other Committees at the Society to drive its future trajectory.
8. Ensure there is close collaboration with other Committees and organisations on areas of common interest.
9. Ensure relevant advice and recommendations are properly reported to Advisory Council.

### 3. Meeting schedule

The Executive Committee will meet at least twice a year in April and September.

In addition, the Committee will transact its business between meetings by email and other communications to ensure sufficient reporting mechanisms to Advisory Council.

The Executive Committee will observe/contribute to the Society's other committees as required, with the relevant committee members attending committee meetings as follows:

- Two co-Chairs; to attend Advisory Council.
- A Building Communities Representative; to attend Building Communities Committee.
- Two Impact and Influence Representatives; to attend Impact and Influence Committee.
- Two Sustainability Representatives; to attend Sustainability Committee.
- A Scientific Conferences Representative; to attend Scientific Conferences Panel.
- A Publishing Representative; to attend Publishing Panel.
- Divisions Representatives; to attend Division meetings and Divisions Day.
- A Finance Representative; to attend Finance Committee.

- An Audit, Risk and Evaluation Committee Representative; to attend Audit, Risk and Evaluation Committee.

## 4. Membership

Members of the EC Forum Executive Committee are elected by the EC Forum. Any member of the EC Forum, including Undergraduate and Affiliate members, are eligible to hold office on the EC Forum Executive Committee. The membership requires a balanced portfolio of skills and knowledge to be able to fully support and engage with the remit of the Executive Committee. The Committee comprises:

- Two co-Chairs; *ex officio* members of Advisory Council.
- A Chair-Elect; sought from the Early Career Forum by an open call for expressions of interest and approved by Advisory Council at least six months before the end of the current co-Chair's term.
- A Finance Representative.
- A Building Communities Representative.
- Two Impact and Influence Representatives.
- Two Sustainability Representatives.
- An Audit, Risk and Evaluation Representative.
- A Publishing Panel Representative.
- A Scientific Conferences Panel Representative.
- Four Division Representatives (Eukaryote, Prokaryote, Virology and Irish Divisions).
- Up to four co-opted members who do not have to be members of the Society but who should be chosen to include an appropriate range of skills and expertise not found among the membership; an important role of co-opted members is to provide constructive challenge.
- Ad hoc members can be invited to attend certain meetings to address specific knowledge requirements or assist in certain projects.

Unless otherwise stated, the term of office for all positions is two years. If a current member of the Committee is elected as Chair-Elect, their term will extend accordingly.

### **Quorum:**

One Chair and four members of the Executive Committee must be present at any of its meetings to make the proceedings of that meeting valid.

The Committee is supported by the Head of Engagement and Storytelling.

Other members of staff attend meetings as appropriate.