

General Secretary's Group

1. Terms of Reference

Purpose: Reporting to Council, the General Secretary's Group will act as a unified group in bringing reports to Council from the Building Communities Committee, the Impact and Influence Committee, the Sustainability Committee and the Early Career Microbiologists' Forum Executive Committee in a coherent way, with proposals having been examined from all angles simultaneously 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 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 General Secretary's Group will advise, oversee and support the implementation of the following objectives:

- Receive reports from each Committee on Equality, Diversity and Inclusion matters following Committee discussions in February and present a single coherent report to the July meeting of Council each year.
- Receive reports from each Committee on its activities following Committee discussions in February and feed into budget proposals at the July meeting of Council each year.
- Receive reports from each Committee on its annual activities following Committee discussions in October and present an annual report of Committee business at the December meeting of Council each year.

- For all members of the group to chair their respective Committee(s) and other relevant meetings and, through that role, to maintain oversight of, and centrally guide the relevant activities of the Society.
- To create, react and respond to opportunities, commercial or partnership, to strengthen existing communities and attract new members, build resilience and sustainability.
- To co-ordinate international interactions via each of the Committees; alerting Council to any relevant issues or required actions or opportunities for collaboration and partnership working to deliver more for our members.
- To liaise with relevant staff, particularly in relation to strategy, planning and implementation activities.
- Maintain close collaboration with other groups and organisations on areas of common interest.

3. Meeting schedule

The General Secretary’s Group will meet twice a year; following the February meeting of the Committees but before June, in order to report to Council at its July meeting, and again following the October meeting of the Committees but before December, in order to report to Council at its December meeting.

| Meeting | Action |
|--|--|
| Between February Committee meetings and June | <ul style="list-style-type: none"> • Receive reports from each Committee on activities • Receive reports from each Committee on Equality, Diversity and Inclusion • Consider wider Society EDI data • Sign-off single EDI report • Feed into budget proposals |
| Between October meetings and December | <ul style="list-style-type: none"> • Receive reports from each Committee on activities • Sign-off Annual Report of Committee business |

In addition, the General Secretary’s Group will transact its business between meetings by email and other communications to ensure sufficient reporting mechanisms to Council.

4. Membership

The group is comprised of:

- A Chair; the General Secretary.
- The Co-Chairs of the Building Communities Committee, the Impact and Influence Committee and the Sustainability Committee.
- The Chair of the ECM Forum Executive Committee.

Quorum:

The General Secretary and at least one Chair or Co-Chair from each of the Committees must be present at any of its meetings to make the proceedings of that meeting valid.

The General Secretary's Group is supported by the Chief Programmes Officer and Director of Strategy.

Other members of staff attend meetings as appropriate.