Chair of the Scientific Conferences Committee (SCC)

# Chair of SCC and interactions with Council

The composition of Council includes the Chairs of the six Committees of the Council. These are; Communications Committee, Policy Committee, Professional Development Committee, the Scientific Conferences Committee, the Early Career Microbiologists’ Forum Executive Committee and the Publishing Committee.

The Chairs of Committees will maintain close and regular contact with the staff at the relevant department of the Society and report to Council at quarterly Council meetings to keep them abreast of activities of the Committee as, and when, appropriate.

# Generic duties

1. The Chair 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 Chair 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 Chair 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 Chair will actively listen and effectively summarise the views of the group, acting as a democratic mediator if required, build consensus and ensure collective responsibility.

# Specific Duties

The Scientific Conferences Committee is responsible for overseeing the delivery of the Society’s portfolio of scientific conferences, including the Annual Conference, Focused Meetings and other events, and Society Supported Conferences. As part of the Society’s strategic objectives, the events portfolio provides opportunities to disseminate research knowledge and a forum for communication among microbiologists and with policy makers and the public.

Specific duties include:

1. Provide inspirational leadership to drive forward a diverse portfolio of events, ensuring a breadth of scientific content and the highest level of microbiological science.
2. Provide strategic input into the development of conferences and events at the Society within budget, including exploring opportunities for increasing income through conferences activities and continuing to reduce expenditure where possible.
3. Act as figurehead for Conferences, facilitating and leading activities as required and promoting all Society events and proposal opportunities.
4. Engage Council with the activities of the Committee and influence decision making to drive forward objectives.

# Person specification

*Essential attributes*

* Regular attendee of Microbiology Society conferences and other external events
* Experience of organising scientific conferences
* Understanding of the diverse microbiological interests of the membership
* Experience and knowledge of the Committee remit
* Leadership skills
* Collaborative, adaptable and diplomatic, with ability to facilitate complex interactions between Conferences staff, Division members and the wider membership
* Experience with Society governance bodies
* A clear and confident speaker
* Active listener with ability to summarise discussions concisely
* Impartial yet decisive
* Good time management

*Desirable attributes:*

* Experience of Chairing a professional body
* Evidence of working across disciplines in microbiology
* Contacts or ability to network within relevant Committee remit communities and to facilitate partnership working with other organisations