

Early Career Microbiologists' Forum Executive Committee

1. Terms of Reference

Purpose: Reporting to Council, the Early Career Microbiologists' Forum Executive Committee is responsible for coordinating the work of the Early Career Microbiologists' Forum 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 Executive 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 Executive Committee will support the Professional Development Committee by providing advice and expertise and will work with staff and the Professional Development Committee to ensure that Forum activities are delivered 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. The Society seeks to actively encourage all practices that reflect a diverse society.

To address this, the Society will ensure that equality of gender, career stage, ethnicity and disability are appropriately embedded and prioritised across the Society's structure and activities.

Although, not similarly embedded at this time, the Society also considers equality of the remaining protected characteristics to be important.

2. Duties

The Early Career Microbiologists' Forum will be involved in a number of activities across the Society in order to ensure matters of importance to early career microbiologists are embedded and addressed in Society programmes.

The Executive Committee will oversee the Forum's involvement in the following:

1. Working with the Scientific Conferences Committee, Divisions and relevant staff members to ensure the full conferences programme and Annual Conference in particular is relevant and attractive to early career microbiologists, with a view to progressing to opportunities for the ECM Forum to organise sessions at the Conference and specific meetings throughout the year.
2. Working with the Professional Development Committee and relevant staff members to devise a Professional Development programme that is relevant for early career microbiologists both within the academic setting and industry to enhance their careers.
3. Engaging 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.

4. Providing a contact point for student microbiology societies to bring them into the Society and form a young microbiologist network.
5. Working with the Communications team to have an ECM Forum feature in *Microbiology Today*, ECM Forum newsletter, and a presence on the website to share information on activities and opportunities.
6. Working with Society 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 get involved with other committees at the Society to drive its future trajectory.

3. Meeting schedule

The Executive Committee will meet at least twice a year in person in late February and at the AGM in September. In addition, it will transact its business between meetings by email and other communications to ensure sufficient reporting mechanisms to the Professional Development Committee and 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:

- Chair; to attend Council
- Finance & Operations Representative; to attend Finance & Operations Committee
- Conferences Representative; to attend Scientific Conferences Committee
- Policy Representative; to attend Policy Committee
- Publishing Representative; to attend Publishing Committee
- Communications Representative; to attend Communications Committee
- Professional Development Representative; to attend Professional Development Committee
- International Representative; to attend the International Working Group
- Divisions Representatives; to attend Division meetings and Divisions Day

4. Membership

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, to be elected as part of the Society's election process. The Committee comprises of:

- A Chair; ex officio a member of Council
- A Chair-Elect; sought from the Early Career Microbiologists' Forum by an open call for expressions of interest and approved by Council at least a year before the end of the current Chair's term.
- Finance & Operations Representative
- Conferences Representative
- Policy Representative
- Publishing Representative
- Communications Representative
- Professional Development Representative
- International Representative
- Undergraduate Representative (one-year term)
- Four Divisions representatives (Eukaryote, Prokaryote, Virology, 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 requested to attend certain meetings to address specific knowledge requirements or assist in certain projects
- One member of the Committee will act as the Equality, Diversity and Inclusion Ambassador for early career members at the Society, and will attend the annual meeting of the Equality, Diversity and Inclusion Ambassadors.

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.

The Committee is supported by the Head of Professional Development and Evaluation.

Other members of staff attend meetings as appropriate.