

***Microbiology Today* Editorial Board**

1. Terms of Reference

Purpose: Reporting to the Impact and Influence Committee, the *Microbiology Today* Editorial Board oversees the production of the Society's flagship magazine 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.*

Microbiology Today is the Society's flagship magazine; published twice per year and has a worldwide readership. The content is balanced to meet the needs of the Society's members. However, the magazine also aims to provide informative and enjoyable broad-interest articles for all readers, including parliamentarians and policymakers. Each issue focuses on a topic, and topics are chosen with the aim of covering the breadth of microbiology. The Editorial Board using its knowledge and expertise will be specifically responsible for commissioning articles for each print issue of the magazine and for associated digital content for the website.

The Editorial Board will work with the Building Communities Committee, the Impact and Influence Committee, the Sustainability Committee and the Early Career Microbiologists' Forum Executive Committee, along with any relevant working groups and staff to ensure that content ideas for the magazine adequately support the Society's three strategic objectives.

The Editorial Board will work with Committees and staff to ensure that the activities delivered are in line with 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 board meetings, all 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 members are asked to be mindful not to repeat such information outside of the meeting.

2. Duties

The *Microbiology Today* Editorial Board will advise, oversee and support the implementation of the following objectives:

- Work with Committees, Divisions, Editorial Boards and relevant staff members to develop an annual content plan for the magazine.

- Ensure the magazine content is scientifically accurate and engaging.
- Work with Committees, Divisions, Editorial Boards and relevant staff members to ensure that the magazine increases capacity and opportunities for members to communicate microbiology and their work.
- Work with Committees, Divisions, Editorial Boards and relevant staff members to ensure the magazine support our aims to raise the profile of microbiology and our members and increase the influence of the Society with the public, policy makers and other stakeholders.
- Identify and work with other organisations, where appropriate, to maximise the impact of the Society's messages through the magazine.
- Ensure there is close collaboration with all Committees and organisations on areas of common interest.
- Ensure relevant advice and recommendations are properly reported to the Impact and Influence Committee.

3. Meeting schedule

The Editorial Board will meet once a year, usually in May. An additional meeting may be arranged at another point during the year to ensure the magazine's production schedule remains on track.

In addition, the Editorial Board will transact its business between meetings by email and other communications to ensure sufficient reporting mechanisms to the Impact and Influence Committee.

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 Editorial Board. The Editorial Board comprises of:

- A Chair; the *Microbiology Today* Editor; nominations are sought from the membership, a recommendation from the Impact and Influence Committee and approved by Council.
- A co-Chair of the Impact and Influence Committee.
- Up to 11 members elected to the Building Communities Committee, the Impact and Influence Committee, the Sustainability Committee or the Early Career Microbiologists' Forum Executive Committee from the membership of the Society; nominations and elections are sought from the membership annually.
- One representative from the Early Career Microbiologists' Forum Executive Committee.
- Ad hoc advisors can be requested 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 three years.

If there are more applicants to join the *Microbiology Today* Editorial Board than members leaving at the end of their terms of office, positions will be filled to ensure the breadth of microbiology is represented. Members of the Impact and Influence Committee will take a final decision on applicants if there are an exceptional number of applicants for positions available.

Quorum:

One Chair and seven members of the Editorial Board must be present at any of its meetings to make the proceedings of that meeting valid.

The Microbiology Today Editorial Board is supported by the Head of Communications and Content and the Digital Engagement and Communications Manager as the Managing Editor of *Microbiology Today*.

Other members of staff attend meetings as appropriate.