

# Microbiology Society – Chair Elect, Virus Division

## 1. Governance structure

The Microbiology Society is both a registered charity and a company limited by guarantee, first incorporated in 1972. Members of Council bear the legal responsibilities of Trustees of the Charity and Directors of the Company.

The business of Council is facilitated by several Committees. These Committees are chaired or co-chaired by Council members and include one or more elected members as well as respective members of Society staff. The current Committees are as follows:

- Building Communities
- Impact and Influence
- Sustainability
- Early Career Microbiologists' Forum Executive
- Finance
- Audit, Risk and Evaluation

There is also a Scientific Conferences Panel (SCP) responsible for overseeing the delivery of the scientific conferences programme to support the Society's three main strategic objectives, ensuring the delivery of conferences that are appealing to the membership. SCP also coordinates the activities of the Microbiology Society Divisions covering Virology, Eukaryotic and Prokaryotic microbiology, and the Irish Division.

The Society's conference and events programme is planned by SCP and the Divisions, with input from the wider membership. The Divisions aim to promote microbiology in its widest context. They provide a scientific focus for a subject area that has often been fragmented over a range of different subject areas, scientific groups and societies.

## 2. Virus Division

### 2.1 Background

The Virus Division aims to promote all aspects of virology research and innovation, encompassing viruses from mammalian through to plant, insect and bacterial hosts. The Division is made up of members with expertise in structural, molecular, cell biological, evolutionary and host interactions, together with clinical and translational aspects of virology, to provide a comprehensive representation of current interests within the virology community.

### 2.2 Composition

The Virus Division is typically comprised of:

- Chair
- Chair-Elect
- Up to 16 Ordinary members
- Two additional members co-opted from Clinical Virology Network
- 1 Early Career Microbiologists' Forum Representative

All efforts should be made to ensure equal gender balance on the Division in line with Society policies.

## **2.3 Role of Chair and Chair-Elect**

The Terms of Office for each position is two years, after which the Chair Elect is expected to move in the Chair role for a further two years.

### **2.3.1 Chair**

The role of the Chair is as follows:

- Represent the Division on the Scientific Conferences Panel (three x1-day meetings in London per year, typically January, July and October)
- Attend Building Communities Committee and represent the Virus Division (two x1-day meetings, one virtual in May and one in person in London in October)
- Communicate between SCP/Society staff and Division members
- Galvanise Division members into action for required deadlines
- Be prepared for Division meetings to lead discussion and draw out actions with specific people assigned
- Organise twice-yearly Division meetings (timeslot/agenda/minutes/action log)
- Oversee Division symposia at conferences and ensure smooth delivery
- Oversee Young Microbiologist of the Year judging
- Represent the Virus Division to the Microbiology Society and act as liaison
- Communicate with Chair-Elect
- Liaise with the Early Career Microbiologists' Forum
- Identify and canvas for new Division members, welcome them once appointed and outline role/expectations

### **2.3.2 Chair-Elect**

The role of the Chair-Elect is as follows:

- Assist and serve as deputy to the Chair
- In exceptional circumstances, the Chair-Elect will execute Chair duties when the Chair is unavailable
- Represent the Division on the Scientific Conferences Panel (three x1-day meetings in London per year, typically January, July and October)

## **2.4 Person specification for Division Chair/Chair-Elect**

- Strong track record and profile in UK virology
- Demonstrated commitment to the function of the Virus Division and the Microbiology Society (e.g. unbroken membership for a number of years, previous involvement in committees or panels within the Microbiology Society)
- Strong commitment to Microbiology Society journals and the need to feed content from Society conferences and events to the journals
- Sufficient management experience and interpersonal skills
- Capacity and willingness to serve in this role