Role description: Chair of Early Career Microbiologists’ Forum Executive Committee

The overriding role of all members of the Executive Committee is to work together to ensure that the views of the Early Career Microbiologists’ Forum (the ‘Forum’) are considered across all streams of the Society’s work 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.**

1. **Chairs of Committees**

   The Composition of Council includes the Chairs of the Committees of the Council. These are: ECM Forum Executive; Finance; Building Communities; Impact and Influence; and Sustainability. As members of Council the Chairs are trustees and directors of the Society and undertake all legal responsibilities and liabilities connected to that position. The Chair of the ECM Forum Executive Committee is given the option to undertake these additional responsibilities.

   The Chairs of Committees will maintain close and regular contact with the relevant staff of the Society and report to Council at quarterly Council meetings to keep them abreast of activities of the Committee as and when appropriate. Some committees operate a co-Chairing model; Co-Chairing is designed to ensure that the work is spread fairly and realistically; for example, co-Chairs may wish to split Chairing duties by dividing the agenda of meetings between them or perhaps take it in turns to prepare and chair each meeting. Co-Chairing should also ensure that if there were a particularly inconvenient time for one co-Chair, it would not necessarily preclude the Committee from meeting.

   The ECM Executive Committee is moving to a co-Chairing model from January 2024.

   In addition, the co-Chairs of the ECM Forum Executive, Building Communities, Impact and Influence, and Sustainability Committees are expected to meet twice per year as a group, under the Chairship of the General Secretary:

   a. between February and June each year, to review and approve the Society’s EDI report and feed into budget proposals;

   b. between October and December each year, to review and approve the annual report of Committee business.
1.1 **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.

5. The Chair will identify skills and knowledge needs/gaps within the Committee, to ensure it can meet its strategic responsibilities and to ensure representation across all microbiological communities.

6. The Chair will engage Council with the activities of the Committee and influence decision making to drive forward Committee objectives.

1.2 **Specific duties**

1. Provide inspirational leadership to drive forward the work of the Forum.

2. Provide strategic input into the development of programmes and activities across all communities to ensure they meet the needs of Forum members.

3. Act as figurehead for the Forum, facilitating and leading activities.

4. Liaise with relevant staff, particularly in relation to strategy, planning and implementation of activities relevant to the Forum.

2. **Person specification**

2.1 **Essential attributes**

- Active interest in the work of the Forum
- A clear and confident speaker
- Comfortable voicing their opinions among more senior colleagues that would be present on Council
- Adaptable and diplomatic
- Active listener with ability to summarise discussions concisely
- Driven by community needs, not personal goals
- Impartial yet decisive
• Good time management

2.2 **Desirable attributes**

• Experience of Chairing a similar group
• Contacts or ability to network within relevant Committee remit communities
• Familiarity with broader Microbiology Society activities such as publishing or conferences