

Federation of Infection Societies (FIS) Chair-Elect Job Description

1. Terms of Reference

Federation of Infection Societies (FIS) meeting objectives:

The FIS annual conference brings together societies across the UK with interests in infectious diseases, clinical microbiology, biomedical science and infection control. The event typically attracts over 600 delegates across industry and academia as well as scientific and medical communities.

The FIS societies are currently planning an engaging and interactive future events programme, which will provide current research from a multitude of world experts in the field.

Societies take it in turn to host the annual meeting. They work collaboratively to deliver a high-quality, cost-neutral conference each year that enables all FIS member organisations to participate in the development of plenary and parallel sessions with all costs for the main programme being met from conference income.

Purpose of the role:

The role of the Chair-Elect of FIS is to ensure the Society is fully represented and participating in the scientific programme at the FIS annual meeting (normally held at the end of November). It will also support the overall programme arrangements and promotion of the conference sessions during the Society's host year.

2. Duties

The FIS Chair-Elect will advise, oversee and/or ensure the implementation of the following objectives:

1. To work with the FIS Chair and report to the Scientific Conferences Panel (from March 2021) - providing advice and expertise on the development of this strategic involvement, either in-person or through a written bulletin.
2. To provide a breadth of relevant scientific content at the annual FIS meeting - ensuring the highest level of microbiological science, through fair and transparent processes, in-line with the Society's policy on Equality, Diversity and Inclusion.
3. In the hosting year, to work with the Society staff or external Professional Conference Organisers (PCO) to ensure that the activities delivered are in-line with the agreed strategy and budget.
4. To ensure there is close collaboration with other committees and organisations on areas of common interest.

5. To ensure relevant advice and recommendations are properly reported to the Scientific Conferences Panel.

3. Meeting schedule

The FIS Chair-Elect will work with the FIS Chair to update the Scientific Conferences Panel three times a year - either in person during the panels or through written updates. In addition, they will transact any additional business between meetings by email and other communications to ensure sufficient reporting mechanisms.

As a representative, the Chair-Elect of FIS will also be required to attend any meetings organised by the hosting society or take part in teleconferences as and when required.

4. Appointment

FIS brings together professionals involved in infection prevention and control, therefore we welcome members with experience and contacts from all relevant sectors to apply for the role of FIS Chair-Elect. This year we are particularly interested in those with academic contacts.

The Chair-Elect will serve in office commencing in Spring 2021, then become Chair from January 2022-December 2023.

The FIS Chair-Elect will be sought from the membership by an open call for expressions of interest. Appointments will be open for nomination and chosen by selected members of the Building Communities Committee.

5. Expenses and support

The Society will support the FIS Chair-Elect to attend relevant meetings and events by reimbursing expenses incurred in accordance with the Society's expenses policy.

The role will be supported by:

Head of Conferences and Events (p.taylor@microbiologysociety.org)

Associate Director of Members' Programmes (c.asante@microbiologysociety.org)

Chief Programmes Officer and Director of Strategy (s.buckman@microbiologysociety.org)

Other members of staff attend meetings as appropriate.