

Microbiology Society job description for Federation of Infection Societies (FIS) Chair-Elect

1.1 About our work with the Federation of Infection Societies

The Federation of Infection Societies (FIS) is an annual conference which delivers a programme of infection-focused scientific sessions organised in collaboration with other learned societies, groups and organisations.

The event has previously been run as a traditional (in-person) conference composed of a programme of science, poster, oral communications, debates and plenary sessions in conjunction with a social programme and trade exhibition and was held at a large conference centre in the UK. In 2020, the event took place online, and this year, the annual event will take place as a hybrid with both online and conference (meaning face-to-face) sessions.

FIS is currently organised by three societies, which will each host the annual hybrid FIS event in an agreed rotation. These societies are:

- British Infection Association (BIA)
- Healthcare Infection Society (HIS)
- Microbiology Society (MS)

The Microbiology Society will be hosting FIS in 2023.

1.2 About our work in infection science

Following on from the work carried out to date at the Microbiology Society by the Clinical and health-related microbiology Working Group, the [Building Communities Committee](#) has identified clinical and health-related microbiology and medical microbiology as a priority community for the Society.

Discussions have also taken place with co-Editors in Chief of the Society's *Journal of Medical Microbiology* to further discuss how we define infection science, clinical, health-related and medical microbiology – with a view to being sure that going forward we are providing opportunities relevant to these communities – and how we can capitalise on opportunities through our conferences, events and journal content so that these activities better reflect the wider microbiology community.

1.3 About you

As Chair-Elect of FIS, starting in January 2022, you will support the Chair, Dr Tina Joshi, in ensuring 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 in 2023 as well as ensuring synergy between the Society's own Annual Conference programme and broader strategic objectives.

FIS brings together professionals involved in infection prevention and control and provides an exciting opportunity to network with others involved in these areas and beyond. We therefore

welcome members with experience and contacts from all relevant sectors to apply for the role of FIS Chair-Elect.

1.4 Term in office

The Chair-Elect will serve in office for two years commencing in January 2022, then become Chair from January 2024 to December 2025.

1.5 Duties

- To work with the FIS Chair 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.
- In collaboration with the FIS Chair, report to and provide advice and expertise to the Scientific Conferences Panel, which is responsible for overseeing the delivery of the scientific conferences programme to support the Microbiology Society's strategy.
- To ensure alignment and identify opportunities for synergy between FIS's annual conference and the Microbiology Society's entire conferences and events programme.
- In the hosting year (2023), to work with Society staff or external Professional Conference Organisers (PCOs) to ensure that the activities delivered are in-line with the agreed strategy and budget.
- To ensure there is close collaboration with other committees and organisations on areas of common interest.
- To ensure relevant advice and recommendations are properly reported to the Scientific Conferences Panel.

1.6 Meeting schedule

The FIS Chair-Elect will work with the FIS Chair and the Head of Conferences and Events to update the Scientific Conferences Panel, which meets three times a year in January, July and October - 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 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.

1.7 Appointment process

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 an Appointments Panel comprising selected members of the Society's governance structure.

1.8 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 heavily 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)