

Early Career Microbiologists' Forum Executive Committee

1. Terms of Reference

Purpose: Reporting to Council, the Early Career Microbiologists' Forum Executive Committee is responsible for coordinating the work of the Early Career Microbiologists' Forum 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.*
1. *We will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.*
2. *We will reinforce the Society's long-term sustainability and resilience by diversifying income streams, increasing efficiency and ensuring robust governance.*

The Committee will ensure that early career members and their views are included in the design and development of Society activities to advance careers in microbiology. The Committee will work with staff to ensure that the activities delivered are in line with the agreed strategy and 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 Committee meetings, all Committee 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 Committee members are asked to be mindful not to repeat such information outside of the meeting.

2. Duties

The ECM Forum Executive Committee will advise, oversee and support the implementation of the following:

1. Work with Committees, Divisions and relevant staff members to ensure the full conferences programme and the Annual Conference in particular is relevant and attractive to early career microbiologists, with a view to progressing to opportunities for the ECM Forum to organise sessions at the Conference and specific meetings throughout the year.
3. Work with relevant Committees and staff members to devise a professional development programme that is relevant for early career microbiologists within an academic setting, clinical and health-related, and industry to enhance their careers.

4. Engage with relevant Committees and staff members to help to develop careers information for early career microbiologists and provide guidance on where the Society can add value.
5. Provide a contact point for student microbiology societies to bring them into the Society and form a young microbiologist network.
6. Work with staff to have an ECM Forum feature in *Microbiology Today*, ECM Forum newsletter, and a presence on the website to share information on activities and opportunities.
7. Work with staff to ensure that early career microbiologist members are able to engage with the Society, are supported as they continue their journey as members of the Society and can get involved with other Committees at the Society to drive its future trajectory.
8. Ensure there is close collaboration with other Committees and organisations on areas of common interest.
9. Ensure relevant advice and recommendations are properly reported to Council.

3. Meeting schedule

The Executive Committee will meet at least twice a year in person in February and September.

Between the February meeting and June, the General Secretary will Chair a meeting of the General Secretary's Group, which consists of the two co-Chairs from each of the activity Committees and the Chair of the Early Career Microbiologists' Forum Executive Committee. Members of the General Secretary's Group will be required to report back on their respective Committees, feed into budget proposals and produce a single Equality Diversity and Inclusion report for consideration at the July meeting of Council.

Between October and December, the General Secretary will Chair a meeting of the General Secretary's Group, which consists of the two co-Chairs from each of the activity Committees and the Chair of the Early Career Microbiologists' Forum Executive Committee. Members of the General Secretary's Group will be required to report back on their respective Committees and present an annual report of Committee business to the December meeting of Council.

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

The Executive Committee will observe/contribute to the Society's other committees as required, with the relevant committee members attending committee meetings as follows:

- Chair; to attend Council.
- A Building Communities Representative; to attend Building Communities Committee.
- An Impact and Influence Representative; to attend Impact and Influence Committee.
- A Sustainability Representative; to attend Sustainability Committee.
- A Scientific Conferences Representative; to attend Scientific Conferences Panel.

- Divisions Representatives; to attend Division meetings and Divisions Day.
- A Finance Representative; to attend Finance Committee.
- A Publishing representative; to attend Publishing Panel.

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 Executive Committee, to be appointed as part of the Society's election process. The Committee comprises:

- A Chair; *ex officio* a member of Council.
- A Chair-Elect; sought from the Early Career Microbiologists' Forum by an open call for expressions of interest and approved by Council at least a year before the end of the current Chair's term.
- A Finance Representative.
- A Building Communities Representative.
- An Impact and Influence Representative.
- A Sustainability Representative.
- An Audit, Risk and Evaluation Representative.
- A Publishing Panel Representative.
- A Scientific Conferences Panel Representative.
- 3 Elected Members who will sit on each of the three strategic committees of the Society.
- An Undergraduate Representative (one-year term).
- Four Division Representatives (Eukaryote, Prokaryote, Virology, Irish Divisions).
- Up to four co-opted members who do not have to be Members of the Society but who should be chosen to include an appropriate range of skills and expertise not found among the membership; an important role of co-opted members is to provide constructive challenge.
- Ad hoc members can be invited 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 two years. If a current member of the Committee is elected as Chair Elect, their term will extend accordingly.

Quorum:

The Chair and four members of the Executive Committee must be present at any of its meetings to make the proceedings of that meeting valid.

The Committee is supported by the Professional Development Manager.

Other members of staff attend meetings as appropriate.