

General Secretary Role Description

1. Executive Officers

The overriding role of the Executive Officers (President, Treasurer and General Secretary) is to work together to monitor the affairs of the Microbiology Society so as to support the President and Council in deliberations and decision-making.

The Executive Officers will maintain close and regular contact with the Chief Executive. This approach allows the Chief Executive to oversee general operational and management affairs between Council meetings. The Executive Officers will, in turn, maintain close and regular contact with other members of Council to keep them abreast of issues as, and when, appropriate.

The Executive Officers will maintain an oversight of the roles of the relevant Council Chairs and senior staff members so as to ensure effective and appropriate communication with the Society.

2. Generic Duties

- To provide leadership in their respective areas on behalf of Council and the Society as a whole. This includes the development of strategy and the delivery of Council policy, including working with partners
- To attend Council meetings and the Annual General Meeting
- To attend meetings of committees, working parties or task forces, as determined by Council
- To represent the Society at other events or functions (e.g. dinners and receptions), as determined by Council
- To contribute to Society publications and other communications activities
- To sit on search committees for senior staff appointments and members of Council
- To chair their respective committee(s) and other relevant meetings and, through that role, to maintain oversight of, and guide, the relevant activities of the Society
- To provide information and advice to the Finance Committee and to Council on the business and progress of their committee(s) and any other issues relevant to their appointed position
- To liaise with relevant staff, particularly in relation to strategy, planning and implementation activities
- To liaise with external bodies, stakeholders and partners

3. Specific duties

- On a twice yearly basis the General Secretary will Chair a meeting of the General Secretary's Group, which consists of the Co-Chairs of the Building Communities Committee, the Impact and Influence Committee, the Sustainability Committee and the Chair of the Early Career Microbiologists' Forum Executive Committee to consider the following;
 - Equality, Diversity and Inclusion matters and to produce a single coherent report to present to the July meeting of Council each year
 - To hear from each Committee Chair on its Committee's activities and future plans in February each year and to feed into budget proposals at the July meeting of Council each year

- To hear from each Committee Chair on its Committee's activities in October each year and to produce a single coherent annual report of activities to present to the December meeting of Council each year.
- To Chair the Appointments Panel which considers nominations for those positions on Council which are directly appointed by Council.
- Chair the Prizes Panel, reporting back to Council with nominations for winners
- Collate and present nominations for new Honorary Members
- If required, convene and Chair the Professional Standards Panel
- Serve as a panel member for certain Society grant schemes, as required
- Point of contact for the Chief Executive with regard to staff matters, including HR issues such as grievances, disciplinary issues etc.
- Overall responsibilities for co-ordinating and delegating international interactions: when requested by the Chief Executive liaison with the Society's representative on FEMS Council, liaison with IUMS officers, alerting Council to any relevant issues/required actions
- Serve as a member of the Finance Committee.

4. Person specification

Essential attributes

1. Credibility among the membership of the Microbiology Society
2. Broad familiarity with the Society's programmes
3. Experience of governance, leadership and general administration in a cognate organisation
4. Experience of taking management responsibility for significant units of activity either within the Microbiology Society, another Society or their home institution
5. A good committee Chair
6. A good communicator
7. Good people skills
8. A reputation for fairness and good governance

Desirable attributes

1. An interest in policy and membership engagement activities

5. Additional comments

The meetings that the General Secretary chairs can often have difficult remits (e.g., recruitment of a President, Governance). The incumbent therefore needs a degree of sensitivity and diplomacy in handling awkward issues and in interacting with people having widely differing opinions.

The time commitment and responsibilities are not inconsiderable. Two days, per month, would be a conservative estimate of the time commitment. The incumbent therefore needs enthusiasm and commitment to meet the needs of the role and to be self-motivated and dynamic.