

Microbiology Society – Chair Elect, Prokaryotic Division

1. Governance structure

The Microbiology Society is both a registered charity and a company limited by guarantee, first incorporated in 1972. Members of Council bear the legal responsibilities of Trustees of the Charity and Directors of the Company.

The business of Council is facilitated by several Committees. These Committees are chaired or co-chaired by Council members and include one or more elected members as well as respective members of Society staff. The current Committees are as follows:

- Building Communities
- Impact and Influence
- Sustainability
- Early Career Microbiologists' Forum Executive
- Finance
- Audit, Risk and Evaluation

There is also a Scientific Conferences Panel (SCP) responsible for overseeing the delivery of the scientific conferences programme to support the Society's three main strategic objectives, ensuring the delivery of conferences that are appealing to the membership. SCP also coordinates the activities of the Microbiology Society Divisions covering Virology, Eukaryotic and Prokaryotic microbiology, and the Irish Division.

The Society's conference and events programme is planned by SCP and the Divisions, with input from the wider membership. The Divisions aim to promote microbiology in its widest context. They provide a scientific focus for a subject area that has often been fragmented over a range of different subject areas, scientific groups and societies.

2. Prokaryotic Division

2.1 Background

The Prokaryotic Division is responsible for liaising between the Microbiology Society and members working on prokaryotic microbiology.

2.2 Composition

The Prokaryotic Division is typically comprised of:

- Chair
- Chair-Elect
- 18 Ordinary members with remits within 9 broad areas of expertise in prokaryote microbiology
- 1 representative from the Federation for Infection Societies (FIS)
- 1 Early Career Microbiologists' Forum Representative

All efforts should be made to ensure equal gender balance on the Division in line with Society policies.

2.3 Role of Chair and Chair-Elect

The Terms of Office for each position is two years, after which the Chair Elect is expected to move in the Chair role for a further two years.

2.3.1 Chair

The role of the Chair is as follows:

- Attend Scientific Conferences Panel and represent the Prokaryotic Division there (propose symposia for Annual Conference in order of preference, consider Hot Topic Lectures, read other paperwork and be organised, feedback and canvas opinion in advance, judge member ideas for Focused Meetings, Society-Supported Conference Grants, prize nominations)
- Attend Building Communities Committee and represent the Prokaryotic Division (two x1-day meetings, one virtual meeting in May and one in person in London in October)
- Communicate between the Scientific Conferences Panel, Society staff and Division members
- Galvanise Division members into action for required deadlines
- Be prepared for Division meetings to lead discussion and draw out actions with specific people assigned
- Organise Division meetings (timeslot/agenda/minutes/action log)
- Oversee Division symposia at conferences and ensure smooth delivery, to include identifying and inviting speakers, selecting abstracts for poster and oral presentation, hosting speakers, and Chairing conference sessions)
- Oversee Young Microbiologist of the Year judging
- Communicate with Chair-Elect
- Liaise with the Early Career Microbiologists' Forum
- Identify and canvas for new Division members, welcome them once appointed and outline role/expectations

2.3.2 Chair-Elect

The role of the Chair-Elect is as follows:

- Shadow the Chair
- Attend the Scientific Conferences Panel (three x1-day meetings in London per year, typically January, July and October)
- Support the Chair and gradually take over

2.4 Person specification for Division Chair/Chair-Elect

- Sufficient understanding of the important role of the Prokaryotic Division within the Microbiology Society
- Strong commitment to Microbiology Society journals and the need to feed content from Society conferences and events to the journals
- Demonstrated commitment to the function of the Microbiology Society (e.g. unbroken membership for a number of years, previous involvement in committees or panels within the Microbiology Society)
- Sufficient management experience and interpersonal skills
- Capacity and willingness to serve in this role