

Microbiology Society Terms of Reference – Irish Division

1. General

1.1 Council and Committees

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 a number of committees. These committees are chaired by a member of Council and will normally include one or more elected members as well as respective members of Society staff.

The current Council Committees are as follows:

- Communications
- Early Career Microbiologists' Forum
- Finance and Operations
- Policy
- Professional Development
- Publishing
- Scientific Conferences

The Scientific Conferences Committee (SCC) is 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. SCC also coordinates the activities of the Microbiology Society Divisions covering Virology, Eukaryotic and Prokaryotic microbiology, and the Irish Division.

1.2 Divisions

The Society's conference and events programme is planned by SCC 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 that has often been fragmented over a range of different subject areas, scientific groups and societies.

2. Irish Division

2.1 Background

The Irish Division is responsible for liaising between the Microbiology Society and members on the island of Ireland. This includes, but is not limited to, the organisation of Focused Meetings that are aimed at providing training and networking opportunities for researchers, particularly early-stage researchers. All major microbiological systems are included, including bacteria, eukaryotic microbes and viruses.

2.2 Composition

The Irish Division is typically comprised of:

- Chair
- Chair-Elect

- 6-8 Ordinary members
- 1 Early Career Microbiologists' Forum Representative

The Irish Division will endeavour to represent all areas of microbiology but will absolutely maintain a membership with the appropriate geographical distribution to ensure adequate representation of all microbiologists on the island of Ireland:

- Dublin (UCD, TCD, DCU, TUD): 2 members
- Cork (UCC, CIT): 1 member
- Galway/Limerick (NUIG, UL, GMIT): 1 member
- Northern Ireland (QUB, UU): 1 member
- Open (anywhere on island of Ireland): 2-3 members

Additional members can be co-opted at any time in order to undertake specific tasks e.g. organising a conference.

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

2.3 Terms of Office

The term of office of ordinary members will be three calendar years. This may be extended by one year on the recommendation of the Chair (typically to maintain diversity, balance or to facilitate a specific task).

The term of office of the Chair and Chair-Elect is two years from the time of appointment to that role.

2.4 Division meetings

The Irish Division typically meet in person no more than twice a year, with email communication between meetings.

2.5 Division roles

2.5.1 Chair

The role of the Chair is as follows:

- Organise and attend meetings of the Irish Division (no more than two meetings per year)
- Represent the Division on the Scientific Conferences Committee (three x 1-day meetings in London per year, typically January, July and October)
- Represent the Irish Division to the Microbiology Society and act as liaison
- Ensure the effective functioning of the Irish Division and seek replacement of inactive or non-productive members if required

2.5.2 Chair-Elect

The role of the Chair-Elect is as follows:

- Assist and serve as deputy to the Chair
- Attend meetings of the Irish Division (no more than two meetings per year)
- Represent the Division on the Scientific Conferences Committee (three x 1-day meetings in London per year, typically January, July and October)

2.5.3 Ordinary members

The role of Ordinary members is as follows:

- Attend meetings of the Irish Division (no more than two meetings per year)
- Attend the Microbiology Society Annual Conference and/or Irish Division-organised Focused Meetings

- Propose topics for symposia and assist in the organisation and chairing of Irish Division-organised Focused Meetings
- Assist with the general business of the Irish Division, including recruitment of potential new Division meetings
- Promote and advocate for the Microbiology Society, including recruitment of new members and encouraging their involvement at Annual Conference and Focused Meetings

2.6 Appointment of new Chair

The Chair-Elect is appointed by the Irish Division, ordinarily acting on the recommendation of a nominations committee comprising the current Chair and Chair-Elect. This nomination is typically ratified at the July Scientific Conferences Committee meeting in the year preceding appointment. At Irish Division meetings, the Chair will keep members informed of the terms of the current Chair/Chair-Elect and invite members to suggest names of possible successors. Members may also indicate a personal interest in the position.

2.6.1 Qualifications of a Chair/Chair-Elect

- Sufficient understanding of the important role of the Irish Division within the Microbiology Society
- Demonstrated commitment to the function of the Microbiology Society (e.g. unbroken membership for a number of years, previous involvement in committees within the Microbiology Society)
- Sufficient management experience and interpersonal skills
- Capacity and willingness to serve in this role

2.7 Election of new members

New members are invited to join the Irish Division to ensure that geography and subject areas are represented accordingly. All new members must be unanimously appointed by the Irish Division.

The Division will normally directly approach a member to fill a specific vacancy. However, a member that is interested in joining the Division can express their interest to the Chair or Chair-Elect at any time. Their interest will be considered if/when appropriate positions become available.

The ECM Forum representative is elected by the ECM Forum Executive Committee and appointed to the Division.

2.7.1 Desired qualifications and experience of new Division members

- Possess a track-record in microbiology (as publications or equivalent)
- Demonstrated commitment to the Microbiology Society (e.g. unbroken membership for a number of years)
- Organisational ability and a willingness to play a constructive role in the Division (e.g. organise a symposium, networking etc)

3. Review

These Terms of Reference of the Irish Division should be reviewed and renewed or updated at least every two years.