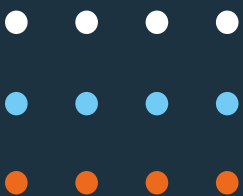


Becoming a Trustee

of the **Microbiology Society.**



Co-opted Trustee Role Description



MICROBIOLOGY
SOCIETY

Welcome from the Chief Executive



Thank you for your interest in becoming a Trustee of the Microbiology Society.

Microbes matter because they are everywhere and affect almost all aspects of our lives. The Microbiology Society matters because it is where the scientists who study those microbes come together as a community.

We can see just how important microbiology is from the constant stream of headlines about outbreaks and epidemics of microbial diseases, the spread of infections from animals to people, the massive global threat of antimicrobial resistance, and the effects of bacteria on the Earth's environmental systems. These issues also illustrate the vast diversity encompassed within the field of microbiology and the wide array of fields in which microbiology can help to address the world's challenges. Microbiologists work in universities, hospitals, private companies and government laboratories. Each employer inevitably has its own priorities, but the individual microbiologists can have a greater impact – on health, the economy, the environment and agriculture – by coming together as a community. The Microbiology Society provides a home to amplify the voice of that community as it shares its knowledge with medics, policy-makers, industrialists, the media and others so that our growing understanding of microbes can be applied in ways that bring public benefit to society as a whole.

For eighty years, the Microbiology Society has been at the centre of that vibrant community. As the world around us changes, we are seeking to bring new skills and experience to our Board of Trustees so that we can meet the strength of our ambition and take advantage of the expanding range of opportunities that the change is bringing.

Our values are constant, and we want Trustees who will work with us in welcoming and transparent ways and who will be dedicated to our aims. The work of the Board of Trustees is serious and we are ambitious and hardworking. At the same time, we pride ourselves on our reputation as a friendly, nurturing approachable community. Our members and staff regularly report strong levels of satisfaction and of feeling valued and supported. We are looking for trustees who share these values, and who want to help us support our community in building its impact.

We look forward to reading your application to become a Trustee of the Microbiology Society.

A handwritten signature in black ink that reads "Peter Cotgreave".

Dr Peter Cotgreave
Chief Executive

Who we are

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It has a worldwide membership based in universities, industry, hospitals, research institutes, schools, and other organisations.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge. We do this by bringing together and empowering communities that shape the future of microbiology. We generate public benefit by fostering communication both among communities of microbiologists and between microbiologists and other communities who can translate that knowledge in useful ways.

Our vision is a world in which the science of microbiology provides maximum benefit to society. Our mission is to advance the understanding and impact of microbiology by connecting and empowering communities worldwide.

In the five years between 2023 and 2027, the Society's principal goal is to strengthen our culture of being a community-driven Society by amplifying our members' voices, wherever they are in the world, and empowering them to embed the benefits of microbiology within wider society. Our full strategy is available [here](#).

Crucial to the Society's success are three core values:

1. **We are welcoming** to anyone interested in microbes, their effects and their uses. Our reputation as a friendly, nurturing and approachable community, driven by the experience of a diverse set of members, is extremely important to us.
2. **We are transparent** and professional in everything we do. We believe that decisions should be informed by evidence and expertise, and that scientific methods form a robust and dependable way of developing reliable evidence.
3. **We are dedicated to our charitable aims.** We are not for profit, and strive to ensure that all our resources are applied optimally to furthering the science of microbiology and its application.

Role profile

Overall purpose - what is the Board of Trustees?

The Microbiology Society is a Company Limited by Guarantee and a Registered Charity. It is governed by a Board of Trustees who are also the directors of the company for the purposes of the Companies Act 2006. The Board of Trustees operates in compliance with the Society's Articles of Association and Charity Commission guidance on good governance.

From 2025, the Society has constituted a new Board of Trustees comprised of the Society's three Executive Officers (President, General Secretary and Treasurer) and three elected members, plus up to three external experts. The role of the Board is to govern the organisation, provide the strategic direction of the Society and ensure its long-term financial sustainability.

Alongside the Board of Trustees, an Advisory Council comprising appointed and elected members of the Microbiology Society will be responsible for discussions about the Society's core activities and programmes such as journals and conferences. The Advisory Council must be consulted by the Trustees on important issues and will have the right to advise the Trustees on any matter it considers appropriate.

The new Board of Trustees and the Advisory Council are both led by the Chair, the President of the Microbiology Society.



President
Professor Gordon Dougan FRS
University of Cambridge, UK



General Secretary
Dr Karen Robinson
University of Nottingham, UK



Treasurer and Chair of the Finance Committee
John Sinclair
University of Cambridge, UK

Main duties and responsibilities

The Trustees are the governing body of the Microbiology Society and are, collectively and personally, ultimately responsible for all the Society's activities.

Trustees of the Microbiology Society:

- Ensure that the Society complies with its constitution, charity law, company law and any other applicable legislation and regulations.
- Analyse and contribute positively to the strategic development of the Society, establishing clear objectives to deliver the agreed strategy and associated plans, and regularly reviewing performance against these objectives.
- Maintain the financial viability of the Society and ensure the best use of financial and other resources in pursuit of the charitable objects, including ensuring the proper investment of funds.
- Ensure that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.
- Uphold the charitable aims of the Society and ensure these are reflected in Board discussions.
- Participate fully in the work of the Board, including induction, training and performance evaluation, and ensure the corporate responsibility of the Board of Directors.
- Ensure the effective implementation of Board decisions by the Leadership Team of the Microbiology Society and hold them to account for the effective management and delivery of the Society's strategic aims and objectives.



It has been a privilege working with the Microbiology Society for the last couple of years. The Society's culture is genuinely open, inclusive and professional. Fortunately for me, this translates into engaged, considered and enjoyable discussions about risk management. This applies equally to the employees, management and academics I have worked with. I would enthusiastically recommend working in a Trustee role for the Society.

Andrew Wilson, External Chair of the Audit, Risk and Evaluation Committee



The Person

The Microbiology Society is specifically looking for candidates with expertise in charitable fundraising to co-opt to the Board of Trustees.

In recent years the Microbiology Society has embarked on a fundraising programme, Unlocking Potential, and with the Society celebrating its 80th anniversary this year, we are keen to develop our potential for fundraising. The Society is seeking a Trustee to assist in building an effective fundraising strategy, who can help connect us to individual philanthropists, senior corporate leaders and/or their own network, and help to lever significant income for the organisation.

Candidates must have significant experience of the charitable fundraising environment and knowledge of fundraising best practice at strategic and operational levels.

All candidates will also need to show:

- Strategic thinking skills and the ability to process a range of information, participate in discussion, and constructively challenge where necessary.
- Knowledge and understanding of overseeing budgeting and financial performance.
- A willingness and ability to devote the necessary time commitment and to respond to tight deadlines where necessary.
- Ability to communicate with tact and diplomacy and foster a welcoming and collaborative environment, with experience of participating in committee or equivalent leadership meetings.
- An ability to act with impartiality, to make sound judgements and a willingness to accept collective responsibility for Board decisions.
- A willingness to act in the overall best interest of the Society, without conflict of interest and conflict of loyalty.

Terms of appointment

Terms

The Trustee will be appointed to serve for a period of one term (up to three years), after which they will be eligible for re-appointment again for a second consecutive term.

Remuneration

The role of Trustee is a voluntary role and therefore unpaid. The Society will reimburse all out-of-pocket expenses reasonably incurred by the post holder during the course of their duties.

Location

Flexible, with travel to the Microbiology Society office in London required at least twice a year.

Time commitment

The Board of Trustees meets for formal meetings four times each year, twice in person and twice online. At its meetings, the Board receives reports, undertakes discussions and takes collective decisions on a range of matters that have been presented via formal Board papers which are distributed one week prior to the meeting date. Trustees are expected to have read the papers and come prepared to participate in discussion where relevant.

The Board of Trustees will also conduct business via email as necessary in between meetings.

Closing date: **Monday 10 March 2025**

Preliminary interviews from week commencing **24 March 2025**

Final Panel interviews: **April 2025**

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