

Job description & Role: Secretary General

Who we are and what we do

The Federation of European Microbiological Society (FEMS) is a coalition of more than 50 Member Societies from 38 countries, a diverse network of 30,000 individual microbiologists. Our central office with a small international team is based in Delft but we work with hundreds of individual scientists, partners, and suppliers across the globe. Our commitment is to support microbiologists, to promote the best in microbiological research and knowledge, and to bring microbiologists together to share that knowledge.

FEMS is a not-for-profit organization, which reinvests its income to support microbiologists throughout their careers. It does this through its grant schemes, by publishing and promoting scientific research in our journals and by organizing and supporting events to bring scientists together.

Secretary General:

We are seeking an organized and pragmatic professional responsible for overseeing the delivery of the Company's governance including:

- Ensuring the running of general meetings and elections according to the Articles of the Company – including through the activities of the Election Committee
- Signing off on documentation and processes relating to Company elections
- Ensuring that the application, reporting and termination of membership are managed according to the Articles of the Company

Your skills and experience:

- Willingness and capacity to oversee the succession and other governance matters including sign-off on paperwork and processes
- Good networking skills, extensive contacts, and political and cultural sensitivity
- Collegiate and professional attitude, ability to work across cultural, sectoral, and professional boundaries and ability to retain an oversight (hands-off) function in relation to the Company's operations
- Desire to work in a cross-disciplinary, cross-sectoral, and cross-cultural environment in a spirit of mutual respect and collaboration
- An open, forward-looking approach to microbiology research and related professions
- Sufficient commitment to the role
- Ideally governance experience in a membership organisation

Time commitment

Trustees are required to attend four Board meetings per year that will largely be in-person meetings. Most in person meetings take place in Delft, the Netherlands, and the fourth at the annual Council meeting that varies location throughout Europe. The Secretary General may be asked to represent the organization at events worldwide or take part in *ad hoc* meetings.

As well as attending meetings in person, Trustees perform some of their duties remotely, including receiving and analysing regular updates on the performance of the organization. The term of office is for three years, with the option of serving for a further term of three years.

The Trustee Role

FEMS is registered in the UK as both a limited company and a registered charity. As a result, the Directors of the FEMS company are also Trustees of the FEMS charity. FEMS Directors/Trustees are responsible for ensuring that the organization is managed effectively, remains solvent, and delivers its strategic and charitable objectives. Trustees bring expertise, leadership, and prestige to the Federation. The Board of Trustees is also a potential source of expertise and support to FEMS employees. As required by the UK Charity Commission, all Trustees must familiarize themselves with the Articles of the Company and understand the importance of adhering to the processes detailed therein. The Trustees remain accountable and responsible for the governance of the Company and must retain clear oversight of it.

Benefits of becoming a Trustee

FEMS Trustees work as part of a multi-national and multicultural team, where they contribute to supporting FEMS and advancing microbiology. Trustees' work is supported by a dynamic and motivated team of FEMS employees (based in Delft, The Netherlands). Trustees bring their talent and experience to the Federation and develop skills and networks as part of the role. All Trusteeships are voluntary without economic support except for reimbursement of reasonable expenses incurred in performing their duties, in accordance with the FEMS expenses policy.

Conduct of Trustees

FEMS is committed to taking positive steps to ensure that all people are treated with dignity and respect and valuing diversity. All members of the Board of Trustees are required to abide by the FEMS code of Conduct (available on our website - https://fems-microbiology.org/about_fems/policies/) and be aware of the [Charity Commission's Governance Code](#) (2021). For more details of the specific legal obligations of a Trustee, visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publication [The Essential Trustee \(2020\)](#)

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How to apply

To be nominated you will need to submit a letter of support from two [Member Societies](#), along with your CV and a brief cover letter highlighting why you are applying for the role and how you feel your skills and experience can contribute to FEMS, by 30 April 2023 to the Election Committee by email at electioncommittee@fems-microbiology.org

If you would like an informal conversation about the role before making an application please contact the Election Committee, who can assist with the application process.

Shortlisted applicants will be invited to present their applications to the Council in September 2023 (in Vienna, Austria). Trustees are elected by the Council, which consists of the Delegate from each Member Society and the current Board of Directors.