



BUILDING COMMUNITIES

Final Call for Nominations for Directorships and Subcommittees for Election 2018

25th September 2017

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1. INTRODUCTION

Following the formal updating of our statutes (accepted May 1 2017) and our first round of elections under the new statutes, we are now searching for the next new candidates to take on the following Directorships: Treasurer, Secretary General, Grants & Awards and Impact (policy¹ & business²) for the term 1 January 2019 to 31 December 2021 . We are also looking for new volunteers for the Grants Subcommittee which provides the scientific expertise required to deliver the FEMS grants programme, and for the new Election Committee (ElCom) established to ensure greater diversity among FEMS' representatives, specifically our Board of Directors. Both sub-committees will start in January 2018.

2. POSITIONS AND ELIGIBILITY

As discussed in our AGM 2017 (Lisbon) there are a number of positions up for nominations:

Position	Detail	Term	Restrictions to Eligibility
Director	Treasurer Secretary General Grants & Awards Impact (policy & business)	1 January 2019 to 31 Dec 2021	A Director cannot also be the Delegate of a Member Society*
Member of the Grants Committee		1 January 2018 to 31 Dec 2020	None
Member of the ElCom	Ideally one each from Groups 2 and 5**	1 January 2018 to 31 Dec 2019	A member of the ElCom cannot also be the Delegate of a Member Society*

*Any new Director or ElCom member who is a Member Society Delegate to FEMS at the time of their election must therefore resign their position as Delegate and their Society must nominate a replacement.

** See Appendix 1

3. DIRECTORS

The current call for nominations is for Directors responsible for the term 1 January 2019 to 31 Dec 2021 and is a repeat of the initial call at the AGM 2017.

¹ Currently in the Vice-President portfolio to hand over Dec 2019

² Currently in the Secretary General portfolio to hand over Dec 2018

In future, to allow Member Societies additional time for selecting potential candidates from across their membership, Members will be informed of any forthcoming calls for nominations (for the subsequent term 1 January 2020 to 31 Dec 2022) by July 2018.

a. Roles and requirements

Remit	Desired qualifications
<p>All Directors</p> <p>Responsible for FEMS’ core strategy, policy and governance (including oversight of FEMS activities), and expected to contribute to FEMS financial sustainability, regularly using their contacts to bring in expertise, leadership and prestige to actively contribute to the Publications, Congress and other FEMS activities. As of May 2017 (E17-116) the Board has agreed that all Directors should be mandated to bring in a Thematic Issue or Series for <i>FEMS Microbiology Letters</i>, either leading it or bringing in a Guest Editor(s) to do so.</p> <p>The Directors are also a potential source of advice and support to the FEMS Employees . As required by the UK Charity Commission, all Directors must familiarize themselves with, and understand the importance of adhering to the processes detailed in the Articles of the Company. The Directors remain accountable and responsible for the governance of the Company and should retain clear oversight of it.</p>	<ul style="list-style-type: none"> • Sufficient commitment to the role, estimated at approximately 5-10% FTE (full-time equivalent) and predominantly comprising attendance at the Congress (in a Congress year) and meetings of the Board of Directors, Council, and any sub-committees of the Board of Directors. • Willingness and capacity to contribute to the administrative aspects of the relevant portfolio(s) • Good networking skills and political and cultural sensitivity • Competence in chairing and reporting • An open, forward-looking approach to microbiology research and related professions • Collegiate and professional attitude, ability to work across cultural, sectoral and professional boundaries and ability to retain an oversight (non-executive) 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 • Commitment to the programme of change agreed in 2012 based on professionalization, business rationalization an capacity-building through community participation
<p>Secretary General</p> <p>An organized and pragmatic professional responsible for overseeing the delivery of the Company’s governance including:</p>	<ul style="list-style-type: none"> • Good organisational skills and a very keen eye for detail • Evidence of being able to activate intentions and deliver outcomes

<ul style="list-style-type: none"> • 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 is managed according to the Articles of the Company 	<ul style="list-style-type: none"> • Pragmatic team player • Ideally governance experience in a membership organisation • Willingness and capacity to oversee the succession and other governance matters including sign-off on paperwork and processes <p>Good to have – specific skills that would be good to have on the Board at specific points in organizational development (in this case for the 2017 calls for nominations):</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Experience with another Membership Organization (i.e. one with members that are entities rather than individuals) in a different field/sector • Experience with a volunteering organization (e.g. VSO) </div>
<p>Treasurer (including strategic finance)</p> <p>An organized and pragmatic professional, responsible for ensuring the Company’s compliance with relevant financial legislation including:</p> <ul style="list-style-type: none"> • Overseeing the strategic finance of the Company and working with the chief executive , accountant, investment advisor, auditors and (where necessary) the Charity Commission to ensure the Company’s regulatory compliance and fiduciary responsibility • Co-chairing the Strategic Finance Working Group and/or other relevant sub-committees, together with the Director responsible for the strategic pillar on Business (the forthcoming Impact Director) • Advising the chief executive on the financial and budgeting systems and processes of the Company • Regularly presenting financial reports to the Directors and Council in a format that facilitates appropriate understanding of the Company’s financial position • Advising the Directors on how to carry out the Board’s financial responsibilities 	<ul style="list-style-type: none"> • Experience as Treasurer of a scholarly society or other charitable organisation or financial experience in a charity, business, or NGO ideally in the Netherlands and/or UK • Track record in dealing with the financial governance of a small company and/or voluntary organisation • Able to deal with the external auditor and investment advisor • Good organisational skills and a very keen eye for detail • Pragmatic team player <p>Good to have – specific skills that would be good to have on the Board at specific points in organizational development (in this case for the 2017 calls for nominations):</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Experience with business finances NL (business, NGO or charity) </div>

<ul style="list-style-type: none"> Overseeing the preparation and scrutiny of the audited financial accounts 	
<p>Impact (policy³ & business⁴)</p> <p>An established science policy advocate or researcher, commercial microbiologist or knowledge exchange professional, who can bring an experienced non-academic dimension to the Board of Directors and who will:</p> <ul style="list-style-type: none"> Participate in the Strategic Finance Working Group and/or other relevant sub-committee Have oversight of any Business Development sub-committee that may arise Contribute to network/partnership development on Policy, Business, funding and professional development issues 	<ul style="list-style-type: none"> Experience in public and/or science policy, national or international innovation initiatives or commercial/entrepreneurial/social enterprises Extensive network among microbiology professionals, ideally across sectors (academia, policy, industry) Strong track record in knowledge exchange/collaboration between business and academia <p>Good to have – specific skills that would be good to have on the Board at specific points in organizational development (in this case for the 2017 calls for nominations):</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> Experience in a valorisation/Business Development role in tertiary education Experience as a key member of FEMS Member policy network Experience working with a major funding body Experience in a parallel practitioner (eg: Medical or Biotech) organization Experience with a campaigning organization </div>
<p>Grants & Awards</p> <p>A high-profile research professional with significant experience in peer review (eg: of publications, funding) to:</p> <ul style="list-style-type: none"> Oversee the Grants sub-committee and Chair any Working Group or other sub-committee relating to grants policy 	<ul style="list-style-type: none"> Established international research record with recognition among the international microbiology community Track record in leadership and diplomacy particularly of highly diverse, cross-cultural teams

³ Currently in the Vice-President portfolio to hand over Dec 2019

⁴ Currently in the Secretary General portfolio to hand over Dec 2018

<ul style="list-style-type: none"> • Liaise with the Directors for Internationalisation & Events, and Research & Publications (and other Directors as appropriate) in developing and implementing our grants policy • Oversee the process and decisions relating to agreeing on recipients of our awards programme 	<ul style="list-style-type: none"> • Extensive network among microbiology professionals, ideally across sectors (academia, policy, industry) • 5 years' experience in peer review of either journal publication or grants • Ideally, experience in EU funding and success with collaborative EU funding proposals <p>Good to have – specific skills that would be good to have on the Board at specific points in organizational development (in this case for the 2017 calls for nominations):</p> <table border="1" data-bbox="1128 596 2002 705"> <tr> <td> <ul style="list-style-type: none"> • Experience with a major funding body • Experience as a regional representative (e.g. Baltic, Balkan) • Experience with the Royal Society or other National Academy </td> </tr> </table>	<ul style="list-style-type: none"> • Experience with a major funding body • Experience as a regional representative (e.g. Baltic, Balkan) • Experience with the Royal Society or other National Academy
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b. Key dates

DIRECTORS for Election at AGM 2018	
Initial Call for Nominations:	AGM 2017
Expression of Interest deadline for all Directorships:	31 January 2018
Nomination completion deadline for all Directorships:	30 April 2018
Full nomination details out to Membership:	May 2018
Election of Directors to take place:	AGM 2018
Start Date for new Directorships:	1 January 2019
Term of office:	1 Jan 2019 to 31 Dec 2021
DIRECTORS for Election at AGM 2019	
Membership informed of forthcoming Directorships:	July 2018
Initial Call for Nominations:	AGM 2018
Election of Directors to take place:	AGM 2019
Term of office:	1 Jan 2020 to 31 Dec 2022.

See also Appendix 2 for the full succession schedule

4. SUB-COMMITTEES

Our sub-committees are appointed by Directors from across the FEMS Network to deliver a particular piece or programme of work and must work in accordance with the relevant Clauses in our Articles of Association (20170501). These include the requirement of the sub-committee to report to the Board of Directors, and to ensure that all meetings – including decisions and action points – are minuted using any relevant tools and templates provided.

a. Roles and requirements

Remit	Desired qualifications
<p>All Sub-committees*</p> <p>Sub-committees are appointed by Directors from across the FEMS Network to deliver a particular piece or programme of work and report to the Directors. They may be long-term committees that deliver specific aspects of FEMS work programmes (for example the Grants Committee), or they may be short term working groups that delivery specific pieces of work over a given timeframe. Equally they may be appointed by the Directors, or (as in the case of the Grants Committee and ElCom) be set up to require ratification by the Members of the Council.</p> <p>General points:</p> <ul style="list-style-type: none"> • Proceedings of sub-committee meetings, including the names of all these present, and any decisions taken or action points generated must be recorded using any tools or templates provided, and must report to the Board of Directors • Sub-committee members may be paid all travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of the Sub-committee or general meetings or otherwise in connection with the discharge of their duties in line with the current the FEMS expenses policy 	<ul style="list-style-type: none"> • Sufficient commitment to the role, which will vary for different sub-committees • Willingness and capacity to contribute to the administrative aspects of the relevant work • Good networking skills and political and cultural sensitivity • Competence in chairing and reporting • An open, forward-looking approach to microbiology research and related professions • Collegiate and professional attitude, ability to work across cultural, sectoral and professional boundaries and ability to retain an oversight (non-executive) 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 • Commitment to the programme of change agreed in 2012 based on professionalization, business rationalization an capacity-building through community participation

<ul style="list-style-type: none"> • Sub-committees shall administrate specific activities of the Company and shall normally have at least one Delegate from a Member Society. The chair of a sub-committee can be any Person appointed to that role. • Any Delegate may only serve as a member of the relevant Sub-committee for a maximum term of three years from the date of appointment of that Delegate by the Board of Directors. 		
<p>Grants Committee</p> <p>The Grants Committee is a long-term committee which delivers our existing programme of grants. The key roles are to oversee the assessment of all grant applications and agree on the awarding of grants within the grants budget set by the Directors, and to work with the FEMS Team in delivering and high quality, high visibility programme of grants. Moving forwards the role will involve building reliable boards of reviewers who will participate in reviewing grant applications.</p> <p>Members of the Grants Committee may also be invited to work on short-term working groups with specific remits relating to future grants development or other related initiatives.</p>	<ul style="list-style-type: none"> • Established international research record with recognition among the international microbiology community • Extensive network among microbiology professionals, ideally across sectors (academia, policy, industry) • Previous experience in peer review of either journal publication or grants • Ideally, experience in EU funding and success with collaborative EU funding proposals <p>Good to have – specific skills that would be good to have on the Board at specific points in organizational development (in this case for the 2017 calls for nominations):</p> <table border="1" data-bbox="1128 1034 2002 1145"> <tr> <td> <ul style="list-style-type: none"> • Experience with a major funding body • Experience as a regional representative (e.g. Baltic, Balkan) • Experience with the Royal Society or other National Academy </td> </tr> </table>	<ul style="list-style-type: none"> • Experience with a major funding body • Experience as a regional representative (e.g. Baltic, Balkan) • Experience with the Royal Society or other National Academy
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<p>EICom</p> <p>The Election Committee (EICom) is established with the overall objective of encouraging nominations to the FEMS Board of Directors of candidates representing the full diversity of FEMS Member Societies and of the FEMS community.</p>	<ul style="list-style-type: none"> • Established international research record with recognition among the international microbiology community 	

Ideally we are seeking one representative from one each of the two Groups 2 and 5 (see Appendix 1).

- Extensive network among microbiology and scholarly society professionals, across a range sectors (including academia, policy, industry)
- Previous experience in recruiting and ideally of recruiting high level volunteers

*see also our Articles of Association and in particular clause 32

b. Key dates

MEMBERS for Grants Committee 2018	
Initial Call for Nominations:	AGM 2017
Nomination deadline for Grants Committee:	14 December 2017
Selection of Committee by BoD:	31 December 2017
Start Date for new Grants Committee:	1 January 2018
Formal confirmation by BoD:	BoD1 2018
Formal confirmation by Council:	AGM 2018
MEMBERS for ECom 2018	
Additional Call for Nominations for ECom:	AGM 2017
Nomination deadline for ECom:	14 December 2017
Selection of Committee by BoD:	31 December 2017
Start Date for new Grants Committee members:	1 January 2018
Formal confirmation by BoD:	BoD1 2018
Formal confirmation by Council:	AGM 2018

See also Appendix 2 for the full succession schedule

- Group 1** Microbiology Society of BiH
Bulgarian Society for Microbiology (Union of Scientists in Bulgaria)
Croatian Microbiological Society
Greek Society of Microbiology
Society of Mikrobiokosmos
Israel Society for Microbiology
Macedonian Microbiological Society
Turkish Microbiological Society
- Group 2** Armenian Microbiological Association
Belarussian Non-governmental Association of Microbiologists
Society for Microbiology of Moldova
Romanian Society for Microbiology
Interregional Russian Microbiological Society
Interregional Association Clinical Microbiology Antimicrobial Chemotherapy
All-Russian Public Organization “National Academy of Mycology”
Society of Microbiologists of Ukraine
- Group 3** Belgian Society for Microbiology
French Society for Microbiology
German Society of Hygiene and Microbiology
Association for General and Applied Microbiology
Royal Netherlands Society for Microbiology
Portuguese Society of Microbiology
Society for Virology
Spanish Society for Microbiology
Spanish Society for Virology
Swiss Society for Microbiology
Microbiology Society
Society for Applied Microbiology
Scottish Microbiology Society
British Phycological Society
British Mycological Society
- Group 4** Danish Microbiological Society

Estonian Society for Microbiology
Finnish Biochemical, Biophysical, and Microbiological Society
Microbiological Society of Iceland
Latvian Society for Microbiology
Lithuanian Microbiological Society
Norwegian Society for Microbiology
Swedish Society for Microbiology
Society for Anaerobic Microbiology
International Biodeterioration and Biodegradation Society

Group 5 Austrian Association of Molecular Life Sciences and Biotechnology
Austrian Society for Hygiene, Microbiology and Preventive Medicine
Czechoslovak Society for Microbiology
Hungarian Society for Microbiology
Italian Society of General Microbiology and Microbial Biotechnologies
Italian Society of Agro-Food and Microbial Biotechnologies
Italian Association for Clinical Microbiology
Italian Society of Microbiology
Polish Society of Microbiologists
Serbian Society for Microbiology
Slovenian Microbiological Society

Appendix 2: Succession Schedule 2018

Month:	Sept	O	N	Dec	Dec	Jan	Feb	April	May	J	July	A	Sept
Week:	39			50	52	5	5	18	19		27	31	36
Date:	25 to 29			11 to 15	31	31	2	30	7 to 11		1		3 to 7
Minutes AGM and CCs	Out to Board and Council				31.12.17 deadline for feedback on minutes								Minutes accepted at AGM (without vote)
Directors	follow up call for nominees					31.01.18 deadline for expressions of interest		deadline for complete nominations	EICom - full 2018 nominations out to Membership and report nominations to BoD		details of 2019 nominations out to Membership		elect new Directors at AGM
Grants Committee	follow up call for nominees			14.12.17 deadline for nominations for Grants Committee	31.12.17 BoD inform new Grants Committee Members		BoD formally confirm grants Committee						Council ratify grants committee
Election Committee	follow up call for nominees			14.12.17 deadline for nominations for Election Committee (Groups 2 and 5)	31.12.17 BoD inform new EICom Members	31.01.18 Election Committee agree chair	EICom report membership, chair and EoI to BoD						follow up call for 2019 nominations
							BoD formally confirm EIComm						Council ratify EICom
tools needed	calls for nominations												
	Expression of Interest (EoI) form					nomination templates							

FEMS Council	BoD	EICom	FEMS Team
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