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Vacancy: Secretary General

Who we are

The Federation of European Microbiological Societies (FEMS) is an active and diverse network of around 30,000 professionals who are committed to advancing microbiology for the benefit of society in the areas of health, energy, food, materials, and the environment. Set up in 1974, today we are a growing coalition of [54 Member Societies](#) from 38 countries. Around half of those in our network are early career researchers, and others are business partners, scientists or campaigners.

What we do

We nurture this network with a variety of knowledge development and network-building activities:

- We publish [five highly regarded journals](#) – Articles from our journals are downloaded over 2.5 million times annually (2014). Together, they provide the revenues that support our charitable activities, enabling us to continue investing in science. We thank and acknowledge the hard work and dedication of every contributor to this process: the Editorial boards, Editors, Authors, Reviewers and our publisher, [Oxford University Press \(OUP\)](#) who together make this possible
- We hold a [biennial scientific congress](#) – This event is hosted in different European locations and hosts some of the biggest names in microbiology, attracting around 2,000 participants.
- We provide small [research and meeting grants](#) – We give out more than 250 grants worth over EUR 250,000 every year to members of our Member Societies
- We recognize excellence by giving out [awards](#) – Our first awards program was set up in 1999. We now have 5 awards programs running, including the Måkåla-Cassell Award with the [American Society of Microbiology \(ASM\)](#).
- We promote education and continuing professional development (CPD) – our Education Network runs sessions at our Congress and inspired the Professional Development section in *FEMS Microbiology Letters*.

Our vision

Microorganisms play an essential role in humans, animals, plants, the environment and industrial processes, and impact significantly on health, the economy, food supply, and ecosystems. Scientific knowledge of microorganisms and their interactions in the biosphere is essential for informed decision and policy making, improved health and well-being, wealth generation and environmental quality and sustainability. FEMS' vision is to coordinate and lead the acquisition of scientific knowledge and innovation in microbiology and to maximise communication of this knowledge, and its importance, to scientists, politicians, policy makers, industry and the general public

Please visit our website: www.fems-microbiology.org to learn more about us. Our Articles of Association and our latest Annual Report can also be viewed on our website.

Trustee Role Description

FEMS Trustees are responsible for FEMS' strategy, policy and governance and ensuring the organization is well run, solvent, and delivering to its charitable objectives. Trustees use their contacts to bring in expertise, leadership and prestige to contribute to the sustainability of the Federation. The Board of Trustees 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.

Benefits of becoming a Trustee

FEMS Trustees work in a multi-national and multicultural team, where they contribute to progressing 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 also 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 FEMS duties according to FEMS expenses policy.

Secretary General: person specification

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 is managed according to the Articles of the Company

Trustee: personal specification

- 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
- Willingness and capacity to contribute to the administrative aspects of the relevant portfolio(s)
- An open, forward-looking approach to microbiology research and related professions
- Sufficient commitment to the role
- Competence in chairing and reporting meetings

Time commitment

Trustees are required to attend three Board meetings per year: usually, two in Delft, the Netherlands and the third in the Council venue of that year but 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. Each term of office is three years, with the option of serving for a further term of three years.

Conduct of Trustees

All members of the Board of Trustees are required to abide by the FEMS code of Conduct and be aware of the Charity Commission's Governance Code for Smaller Charities (2017).

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 publications

- CC3a: The Essential Trustee: An Introduction (January 2007)
- CC3 The Essential Trustee: What you need to know (March 2012)

How to apply

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 via electioncommittee@fems-microbiology.org

To be officially nominated you will need to submit a letter of support from two Member Societies, along with your CV and a brief covering letter highlighting why you are applying for the role and how you feel your skills and experience can contribute to FEMS, by April 30, 2019 to the Election Committee by email at electioncommittee@fems-microbiology.org

Shortlisted applicants will be invited to present their application to the Council on 7 September 2019 in Milan, Italy. Trustees are elected by the Council, which consists of one Delegate from each Member Society and the current Board of Directors.

BUILDING COMMUNITIES