

## Vacancy: Director Research & Publications

### Who we are

The Federation of European Microbiological Societies (FEMS) is an active and diverse network of around 30,000 professionals committed to advancing microbiology for the benefit of society in the areas of health, energy, food, materials, and the environment. Established in 1974, today we are a growing coalition of [54 Member Societies](#) from 38 countries. Our goals are to promote the field of microbiology; encourage research, networking, education and public outreach, to support our Member Societies serve their members and increase the impact and visibility of the microbiology community. 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 scientific journals](#) – articles from our journals were downloaded over 3.5 million times in 2018. 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 organize a [biennial scientific Congress](#) – hosted in different European locations and attracting some of the biggest names in microbiology with around 2,000 participants.
- And coordinate several other events, a smaller [regional Conference](#) and summer schools for [Early Career Scientists](#) and those involved in [microbiology education](#).
- We provide [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. Our vision is for a connected, collaborative community of microbiologists sharing experiences, knowledge, research outcomes and best practice. FEMS can contribute to this vision by facilitating and supporting increased scientific knowledge, making this accessible and recognizing and rewarding the best scientific research, initiatives and activities.

Please visit our website: [www.fems-microbiology.org](http://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 their duties according to FEMS expenses policy.

## Director Research & Publications: portfolio

Our activities are made possible by revenue from our publications, our major source of income. We reinvest these revenues to support science and researchers. But scholarly publications and publishing are experiencing significant changes. We are seeking a high-profile research professional with significant experience in leading journal editorial boards to:

- Lead the development of strategic aims in the areas of scientific research and scholarly publication
- Work with the editors, our publisher and FEMS team on publishing priorities
- Maintain oversight of journal performance
- Use professional network to recruit senior editors as required
- Contribute academic perspective to support FEMS publishing team and OUP identify developments and challenges in scholarly publishing
- Support the Managing Editor to identify and resolve potential issues and problems
- Liaise with the other Board members regarding the scientific content and research potential of our events and funding activities

## Your skills and experience:

- Track record in leadership and diplomacy particularly of highly diverse, cross-cultural teams
- An established international research record with recognition among the international microbiology community
- Extensive network among microbiology professionals, ideally across sectors (academia, policy, industry)
- Knowledge of and experience in scientific publishing (such as experience as an Editor-in-Chief in improving journal/editorial board performance)

## Trustee: desirable skills and experience

- Good networking skills, extensive contacts, and political and cultural sensitivity
- Collegiate and professional attitude, ability to work across cultural, sectoral and professional boundaries
- 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)

## 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. The Research and Publications Director also attends meetings of the FEMS Publication Committee (~3 per year virtually and one per year in person). 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

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 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](http://www.charity-commission.gov.uk) and follow links to their publication *The Essential Trustee* (2012).

## 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 covering letter highlighting why you are applying for the role and how you feel your skills and experience can contribute to FEMS, by 30 April 2020 to the Election Committee by email at [electioncommittee@fems-microbiology.org](mailto: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 application to the Council on 5 September 2020 in Split, Croatia. Trustees are elected by the Council, which consists of the Delegate from each Member Society and the current Board of Directors.

# BUILDING COMMUNITIES