Vacancy: Director Events & Internationalization

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 have a network of International Ambassadors – to promote our aims and activities across the world and help connect microbiologists.

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.

We also aspire to scientific output and research that is available and accessible and shared with no barriers to knowledge exchange in a truly international context. Researchers able to travel and work...
across borders without hinderance, thereby encouraging and enabling collaborations to produce global responses to global issues.

Visit our website [www.fems-microbiology.org](http://www.fems-microbiology.org) to learn more about us, including our latest Annual Report and Articles of Association.

**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 Events & Internationalization: portfolio**

We are seeking to attract a high-profile research professional with significant experience in organizing conferences, workshops or other events to:

- Lead the development of strategic aims of the FEMS events and internationalization portfolio
- Evaluate new events and initiatives that would contribute to these strategic aims
- Maintain oversight of the Internationalization and Events programmes in conjunction with the appropriate members of staff and committees

**Your skills and experience:**

- Track record in leadership and diplomacy particularly of highly diverse, cross-cultural teams
- Extensive network among microbiology professionals, ideally internationally and across sectors (academia, policy, industry)
- Experience of scientific events organisation – and ability to coordinate high level scientific programmes
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. 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

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.