

Applied Microbiology International

TRUSTEE ROLE DESCRIPTION

Roles and Responsibilities of AMI Trustees

Applied Microbiology International's (AMI) affairs are governed by the Executive Committee (EC) of Trustees, this is also our Board of Directors. The Trustees play a vital role in making sure that AMI achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that AMI has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the senior leadership team (SLT) to enable AMI to grow and thrive.

The trustees meet at least three times per year, these meetings are held via Microsoft Teams and organised at a time which accommodates trustees based across the globe. Once per year we hold a face to face meeting in the UK. All meetings have a formal agenda and are minuted. Meetings are normally held in March, July, and November.

AMI is a limited company and a registered charity, so EC members are Directors under company law and Trustees under charity law. Trustees have a collective responsibility. This means that trustees always act as a group and not as individuals. Trustees are not remunerated, this is a voluntary position.

A brief explanation

The following is a brief explanation of the role of an AMI trustee:

- Support and provide advice on AMI's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee AMI's financial plans and budgets and monitor and evaluate progress.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve AMI's financial statements.
- Provide support and challenge to AMI's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in AMI's operating environment.
- Attend as many EC meetings as possible. If a trustee cannot attend, then apologies must be provided. Active participation is encouraged within all EC meetings.
- Use independent judgment, acting legally and in good faith to promote and protect AMI's interests, to the exclusion of their own personal and/or any third-party interests.

- Contribute to the broader promotion of AMI's objects, aims and reputation by applying skills, expertise, knowledge and contacts.
- If there are vacancies, members of EC are actively encouraged to join and be involved with one of AMI's Subcommittees or Advisory Groups.
- Members will actively promote AMI in their own institution and seek to at all times recruit new members.
- At all times act with the best interests of AMI in mind.

If a trustee fails to attend for two consecutive meetings, they may be asked to consider their position by the President (as Chair of the EC) who will communicate the question in writing.

What we are looking for:

AMI believes that success is built on having teams whose backgrounds and personal experiences reflect the diversity of our membership base. It is not necessary to have previous board committee experience as training will be provided. Qualified applicants will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity or disability.

What we are looking for:

- A microbiologist who can demonstrate a commitment to the Vision, Mission and Values of AMI.
- An individual who will bring energy, enthusiasm, and commitment to the role.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a trustee.
- A strong personal commitment to diversity and inclusion.

You do not need previous governance experience – we will provide a full induction and training.



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www.appliedmicrobiology.org