

# Applied Microbiology International

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AMI PRESIDENT  
RECRUITMENT PACK 2025



# Role & Responsibilities of the AMI President

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## About the Role of President

The President plays a pivotal role in shaping AMI’s strategic direction and championing our mission. They provide clear leadership to the Board of Trustees. And alongside the Chief Executive they will be an ambassador for AMI, representing the organisation in external partnerships.

The President will typically be a highly respected individual within the global microbiology community with leadership experience in the science or application of microbiology in a national and international capacity.

## How the President is appointed

The President is appointed for a three-year term of office. The term of office will end at the third annual general meeting (AGM) following appointment

The position is appointed by the Trustees and ratified by AMI’s members at the Annual General Meeting. Prior to becoming President, the individual will shadow the existing President as an observer at, at least one, meeting of the Board of Trustees.

## About Applied Microbiology International

We bring the microbiology community together across borders and disciplines, we look to the future and nurture those working and studying in our field, and we enable meaningful collaboration to advance scientific impact. We fundamentally believe that global challenges need to be solved by global, interdisciplinary experts who apply their diverse experience and unique voices to achieve a common goal. Because of this we are a truly inclusive, international organisation

Applied Microbiology International (AMI) is a company limited by guarantee (06462427) and is also a registered charity (1123044). AMI’s affairs are governed by the Board of Trustees who are also Directors of the company.

AMI is committed to diversity and inclusion and particularly encourages applicants from diverse and under-represented backgrounds – we believe that success is built on having teams whose backgrounds and personal experiences reflect the diversity of our membership base. Qualified applicants will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity or disability.



## The Board of Trustees

The Board of Trustees is AMI's governing body, which comprises up to fourteen Trustees, each of whom are responsible for the successful running of the organisation. The Board of Trustees is the only decision-making body of the organisation: it develops and monitors the progress of AMI's strategy and oversees all activity of the charity. Along with the Chief Executive of AMI, the Board of Trustees ensure the effective management and custody of all AMI assets as they are used to deliver the organisation's charitable objectives.

The Trustees meet at least three times per year, these meetings are held via 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. The President usually acts as the chairperson.

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 high-level 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 Chief Executive in the exercise of their delegated authority and affairs.
- Keep abreast of changes in AMI's operating environment.
- Attend as many Trustee meetings as possible.
- 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, Trustees 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.



## The Senior Leadership Team

The President is an Honorary Officer of AMI. They work with the Senior Leadership Team (General Secretary, Treasurer, International/Industry Officer, Chief Executive, Director of Finance and Corporate Services, Chief Operating Officer, Director of Publishing and Head of Policy, Community and Scientific Advancement) to remain involved with relevant AMI activity. The Senior Leadership Team meets monthly via Teams at a time which accommodates Trustees based across the globe.

Alongside the Trustees the Senior Leadership Team set the strategic direction of AMI, including the high priority items for discussion, decision or celebration at Trustee meetings.



*AMI staff and trustees at the 2025 annual face to face meeting*



## The President's Role and Responsibilities

All requirements of a Trustee (outlined above) apply to the role of President. The following is a brief expectation of the additional requirements of the President.

- Serve as a ambassador for AMI in promoting and representing the interests of the organisation to key partners and stakeholders.
- Along with the Chief Executive, be the main public face of AMI. This will involve attending a variety of external meetings.
- Oversee the development of initiatives to support the achievements of AMI's strategic aims.
- Work with the Chief Executive and the Board of Trustees, to set a strategic direction for AMI.
- Be in regular contact with the staff of AMI and be aware of the day-to-day operational activities of AMI.
- Appoint the Chief Executive and monitor their performance, carrying out an annual appraisal
- With the Chief Executive set the agenda for all meetings of the Board of Trustees.
- Usually act as Chair at all Trustee meetings and approve and sign all minutes.
- Actively promote AMI in their own professional networks and seek to recruit new AMI members.
- Work in partnership with the Chief Executive and Senior Leadership Team, to ensure that decisions of the Trustees are acted upon and the charity is managed effectively.
- Be responsible for the sound governance of AMI, ensuring openness and following good charity practice, working with other Trustees to make balanced decisions.
- Ensure that AMI is carrying out the charitable purposes for which it is set up, as set out in the Articles of Association and the Rules.
- Set the conditions for the overall Board of Trustees and the individual effectiveness of Trustees.
- Set clear expectations concerning AMI's culture, values and behaviour, leading the Trustees in ensuring that these are embedded and enforced.
- Play an integral role in ensuring that appropriate decisions are correctly made including; developing the AMI's high-level aims; objectives and goals in accordance with the governing document, legal and regulatory guidelines.
- Fully understand the difference between the role the Trustees play in governance, developing and agreeing the strategic direction of the charity and that of the Chief Executive in applying that strategy to the day-to-day operations of the charity.

# Person Specification for the AMI President

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## Person Specification for the AMI President

We are looking for a respected leader in the global microbiology community, with significant experience in the science or application of microbiology at both national and international levels. They will have a passion for advancing AMI's mission and must be an existing member of AMI.

It is essential that the successful candidate will have:

1. Proven leadership experience in building and managing strategic partnerships.
2. A commitment to AMI's cause, strategic objectives and values.
3. Proven experience of chairing meetings, either in the public, private or voluntary sectors.
4. Ability to network and build relationships at very senior levels.
5. A willingness to devote the necessary time energy and effort.

It is desirable that the successful candidate will have:

1. Previous board experience in any sector.
2. Understanding of membership or learned organisations.
3. Knowledge of the responsibilities and duties of (UK) charity trustees.

AMI believes that success is built on having teams whose backgrounds and personal experiences reflect the diversity of our membership base. Qualified applicants will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity or disability.



## How to apply

To apply please email [governance@appliedmicrobiology.org](mailto:governance@appliedmicrobiology.org) enclosing:

- a. a CV / resume.
- b. a statement outlining why the candidate believes they are suitable for the role of President. Within the statement, candidates should ensure they cover all aspects of the person specification (which are outlined in the attached role description).

The deadline for applications is 10pm (BST) on Tuesday 30 September 2025.

## Appointment Process

Interviews with a selection panel made up of three AMI trustees will take between 27 October and 6 November 2025. A final candidate will be selected at the Board of Trustees meeting on 19 November.

The successful candidate will begin shadowing the current President and attending AMI Board of Trustees meetings from early 2026, ahead of the start of their term of office at the AMI Annual General Meeting on 16 July 2026.



# Applied Microbiology International

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[www.appliedmicrobiology.org](http://www.appliedmicrobiology.org)