

Roles and responsibilities of the SfAM President

The Society's affairs are governed by the Executive Committee (EC). The President acts as the chairperson.

The Society is a limited company and it is also a registered charity. Every EC member is a Trustee of the Society under Charity Law and Director of the Company under Company Law. Therefore, there is joint responsibility for the overall conduct of society affairs which must ensure that charity and company law are fully observed.

The EC meets at least three times per year. All meetings have a formal agenda and are minuted. Meetings are normally held in March/April, July, and November, and in line with our Articles of Association, are currently held virtually.

The President is elected for a three-year term of office. The term of office will end at the third annual general meeting (AGM) following appointment (re-appointments are not permitted). The position is elected by the EC and ratified at the Society's AGM. Prior to becoming President, the individual will have served a one-year term as Vice President to enable familiarisation with the role.

All requirements of a trustee apply to the role of President. The following is a brief expectation of the additional requirements of the President.

- Be in regular contact with the staff of the Society.
- Work with the Chief Executive (CE) and the EC, to set a strategic direction for the Society.
- Be aware of the day-to-day operational activities of the Society.
- With the General Secretary, set annual performance targets for the CE to deliver. In addition, review the performance of the CE twice a year.
- If the need arises and in conjunction with the General Secretary be responsible for implementing the staff grievance and disciplinary procedure.
- Decide on arrangements for the annual President's Dinner.
- With the General Secretary and CE, set the agenda for all meetings of the EC.
- Act as Chair at all EC meetings and approve all minutes.
- Along with the CE, be the main public face of the Society. This will involve attending a variety of external meetings e.g. CaSE, Royal Society of Biology, Parliamentary and Scientific Committee etc.
- Attend as many of the Society subcommittees, advisory groups and working groups as deemed appropriate by the Terms of Reference of each subcommittee.
- Write a regular column for *Microbiologist* and meet the copy deadlines set by the Editor.
- Actively promote the Society in their own workplace and seek to recruit new members.

- Attend all relevant Society scientific events and act as Chair for some scientific sessions.
- Introduce the prize lectures.
- Act as Chair at the AGM of the society.
- Along with the Head of Publishing and CE, liaise as necessary with the Chief Editors of all Society journals.
- With the CE and Treasurer, propose and set the annual financial budgets.
- Review the Annual Report.
- Be an active member of Society funding award panels as required including reviewing and making recommendations for acceptance or rejection.
- Act as an Officer of the Society and in doing so, participate in Officers meetings and be an active member of the Finance Audit and Risk Subcommittee.