

## Roles and responsibilities of SfAM Trustees

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

Although the Society is a limited company it is also a registered charity. Any EC member is regarded as a Trustee of the Society under charity law. Therefore, there is joint responsibility for the overall conduct of society affairs. This must ensure that the spirit of charity law is fully observed. In addition, all Trustee positions within the EC are also Directors of the company.

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.

Trustees are elected for a three-year term of office. They may nominate themselves or be nominated and seconded by any member of the Society. A ballot of the membership will be held electronically each year. The successful candidate(s) will be the ones who poll the most votes. The term of office will end at the third AGM following appointment (re-appointments are permitted for one further term of office, after which a one-year break period is required).

The following is a brief expectation of a SfAM trustee.

- 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.
- 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.
- If there are vacancies, members of EC are actively encouraged to join and be involved with at least one of the Society's subcommittees. These are:
  - Policy Subcommittee
  - Scientific Programmes Subcommittee
  - Microbiologist Editorial Group
  - Finance Audit and Risk Subcommittee
  - Early Career Scientists Committee
  - Publications Subcommittee
- Where relevant, attend Society scientific meetings in person or via teleconference/TEAMS. The expense of attendance at will be met by the Society. At scientific meetings Trustees are expected to assist in the effective delivery of the meeting. This may involve being allocated tasks for the successful delivery of the event.
- Members will actively promote the Society in their own institution and seek to at all times recruit new members.
- Act with the best interests of the Society in mind.