



EARLY CAREER TRUSTEE ROLE DESCRIPTION

The Society for Experimental Biology (SEB) welcomes nominations for the Early Career Trustee. A role description together with details about the SEB's Outreach, Education, and Diversity strategic initiatives can be found below.

Information on the role and obligations of a Trustee can be found at [The essential Trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-essential-trustee-what-you-need-to-know-what-you-need-to-do-cc3)

ABOUT SEB TRUSTEES

Trustees make active and dynamic contributions to the Council (that serves as the Trustee Board), using their wide-ranging skills, knowledge and experience to ensure good governance and the development of strategy for the Society.

The Board of Trustees has twelve elected members with specific expertise. Council consists of the President, Vice President, Treasurer, Publications Officer, three independent Trustees appointed for their skills and expertise in finance and other areas deemed necessary to ensure that the duties and obligations of the Trustee Board are fulfilled and another Trustee nominated by the membership who is normally an Early Career Scientist .

SEB EARLY CAREER TRUSTEE ROLE

Term length : 2 years

Start date: July 2023

PERSON SPECIFICATION/ CRITERIA

The Early Career Trustee should:

- Be a member of the Society who is considered to be early stage of career
- Ideally someone who is on a teaching focused career path.
- Interested in directly influencing the future activities of the Society and within the scientific community in general, providing the perspective of an early career scientist.
- Have fair, independent judgment and a willingness to speak their mind.
- Have an ability to work collaboratively and collectively, accepting consensus.

OVERARCHING EXPECTATIONS

The main role of the Early Career Trustee is to:



- Provide insight into the needs and viewpoints of early career scientists, and the role the SEB can play in supporting our members who are moving from bioscience research to pedagogical research and teaching focused roles.
- Have a willingness to engage with members, act as an ambassador for the SEB and promote its values and purpose.
- Provide feedback on SEB membership projects which directly support the benefit offering for early career scientists.
- Be prepared to engage in the work of the Outreach, Education and Diversity section and in the organisation of SEB events.
- To contribute to the strategic direction of the Society by driving forward the implementation plan for the SEB Strategic Review, (agreed in March 2020) and contribute to deliberations to agree the Strategy for 2025 - 2030

Key responsibilities and time commitment

The work of a Trustee is varied and includes attendance at several key governance meetings, support in the planning and execution of SEB events, and representing the views of early career scientists and teaching focused researchers at the following governance deliberations to promote the aims and outputs of the Society.

Details on the governance meetings, frequency, duration and essential deliverables include:

Attendance at up to five Council meetings

We have two full business meetings, that take up to 4 hours, normally between 10am -1pm GMT and two partial business meetings that last for two hours each. We may have a short meeting at the annual conference.

- An option is available to attend all meetings virtually; in person attendance is encouraged at the November meeting which is held in London.
 - The early career Trustee will be expected to actively contribute to council by putting forward proposals on issues raised by the early career community and supporting the creation of proposals from other Trustees and SEB staff.

Attendance at up to four Events Committee meetings a year.

- These meetings normally last 2-3 hours and are arranged a few weeks in advance of the Council meetings.
- All held virtually, there may also be additional short top up meetings as necessary.
- The early career Trustee will be expected to deliberate on the proposals for sessions, symposia and satellite events at the Events Committee. Also, to identify opportunities for better support of students and early career scientists at SEB events.

Attendance at up to six Outreach, Education, and Diversity member working group meetings a year.



- These meetings normally last for 1 hour and take place every 2-3 months.
- All are held virtually with the purpose of driving forward the Society's outreach, education and diversity initiatives, and representing the view points of our members in the Society's activity.

Attendance at up to eight Awards Nomination Task Force meetings

- These meetings normally last for 1 hour and take place every 1-2 months.
- All are held virtually with the purpose of actively seeking suitable candidates to nominate for SEB and other bioscience awards with the aim of diversifying the applicant pool for said awards.

Engage in email communication across the year

The SEB organises international conferences covering diverse areas of modern Animal, Cell and Plant science. Trustees are expected to actively participate as an ambassadorial role at the annual conference.

REMUNERATION

UK Charity law allows for the payment of travel and subsistence expenses resulting from undertaking SEB business but precludes any other payment to Trustees, as such this position is unremunerated.

However, the Society has agreed a concession with the Charity Commission that allows a contribution of £1000 per annum to your institution in support of your science.

HOW TO APPLY

To apply please download and complete the [Early Career Trustee nomination form](#).