



VICE PRESIDENT / PRESIDENT PERSON SPECIFICATION

The Society for Experimental Biology (SEB) welcomes nominations for the position of (Vice) President of the Society. The Society would like to invite members to propose an individual with a background in Animal biology.

The incumbent will serve as Vice President for two years, from July 2023 to July 2025 and will then take up the position of President of the Society from July 2025 until July 2027.

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 the Chairs of the three scientific sections (Animal, Cell and Plant), an Outreach, Education and Diversity (OED) Trustee, an Early Career Trustee and 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.

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 THE VICE PRESIDENT POSITION

The key role of the (Vice) President is to lead the Society and guide the strategic direction of the Society with the other members of Council. The incumbent will be interested in directly influencing the future activities of the Society.

Term length: 4 years

Start date: July 2023

PERSON SPECIFICATION/ CRITERIA

The (Vice) President should:

- be a person of stature with an international reputation in some field of experimental biology (evidence for research excellence could include election to a National Academy, frequent invitations to be a plenary or keynote speaker at major symposia, highly cited papers or high citation H-index).
- evidently have effective abilities in communication, networking and leadership (this could include successful senior roles held in Universities, Research Councils, Industry, Charities, other Learned Societies etc).
- have a passion for Experimental Biology and past involvement with the Society (perhaps but not necessarily including service on Sections or Council). The person identified must be willing to commit to the considerable time required to effectively discharge the duties of Vice-President/President.
- be a member of the SEB.

The roles requirements include:



- Providing enthusiastic leadership to Society.
- Acting as an Ambassador for the Society.
- Setting strategic direction of the Society.
- Directing the affairs of the SEB ensuring it is solvent, well-run and that it meets its charitable remit, whilst continually striving for best practice in governance.
- Attendance at the key governance meetings held throughout each year – details are set out below.

TIME COMMITMENT

As a Trustee the (Vice) President is required to attend key 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.

As President the incumbent will Chair the Council meetings.

Attending up to three Audit and Risk Committee meetings per year.

These meetings normally last for 2 hours and are arranged a few weeks in advance of the Council meetings. There is the option to attend all meetings virtually.

Attending the HR and remuneration committee.

Held once annually (often on the same day as the Audit and Risk Committee meetings.)

Attendance at up to three Publications Management Committee meetings.

These meetings normally last for 2-3 hours and are arranged within a week of the Council meetings. There is the option to attend all meetings virtually; attendance at one in person meeting (in November, the day before Council) is encouraged.

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.

Attendance at up to three Joint Sections Committee meetings a year.

These meetings normally last 2-3 hours and are arranged on the day before Council.

Attendance at Section meetings on an ad hoc basis.



Active participation & ambassadorial role at the Annual Conference.

Regular engagement with the Executive team.

Three of the honorary Officers; the President, Vice President and Treasurer; are empowered to take decisions between Council meetings on behalf of Council. This may require regular engagement with the Executive team (by email/telephone and possibly additional virtual meetings.)

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.

NOMINATIONS PROCESS

- The role of (Vice) President rotates between the three scientific disciplines, animal, cell and plant. In 2023 members of the Animal section will make nominations for the position of (Vice) President to the SEB Council.
- **Members of the Society are entitled to make nominations for the position of (Vice) President. Nominations should be made by 14 April 2023.**
- Member nominations will be passed onto the Animal Section that will consider them as part of their deliberations.
- Thereafter the Animal section will make a recommendation to Council at a virtual Council meeting on the 1st June 2023.
- Council will decide who will be made the next (Vice) President.
- The formal announcement will be made at the SEB Centenary Conference that is being in Edinburgh on 4-7 July 2023.

To nominate an individual please download and complete the [\(Vice\) President nomination form](#).