



ROLE DESCRIPTION

SEB OUTREACH, EDUCATION, AND DIVERSITY (OED) TRUSTEE

Role title: SEB Outreach, Education, and Diversity (OED) Trustee

Role description:

SEB's commitment to embedding diversity in all activities and advancing Outreach and Education programmes has been central to the 2020-2025 strategic plan. Building on this progress, we are seeking a Trustee to champion Outreach, Education, and Diversity at board level. Supported by the OED manager and outreach officer, this individual will not only continue our vital work but also drive it forward with renewed vigour.

They will actively contribute to formulating the 2025-2030 strategy, bringing fresh insights to ensure outreach, education, and diversity remains at the forefront of our agenda. Delivering these activities are fundamental to reaching the Society's charitable objectives. Demonstrating the impact of Experimental Biology to the next generation of scientists and the public is fundamental to our charitable objectives. We are dedicated to embedding best practices in inclusion and diversity across all activities, ensuring SEB remains a leader in this field.

The OED Trustee will benefit from extensive expert support from the SEB's OED Manager and administrative support from SEB staff. The SEB will reimburse expenses associated with carrying out SEB business and will provide an annual £1,000 donation to support the Publications Officer's research directly to their institution.¹

PERSON SPECIFICATION/ CRITERIA

- Demonstrated track record and dedication in delivering scientific education and outreach projects, along with a commitment to promoting equality, diversity, and inclusion in science.
- Possess a wide-ranging interest in science beyond the confines of academic research, demonstrating a creative approach to managing projects and the ability to think innovatively.
- Be interested in directly influencing the future activities of the Society, particularly in expanding our reach through education and outreach initiatives and advocating for diversity and inclusion across all areas of our work.
- Capable of providing constructive input into the development of Outreach and Education programmes, including leading the OED member working group, SEB activities at scientific conferences, and plans to engage the public and demonstrate the impact of Experimental Biology to society.

¹This £1K honorarium is in keeping with [the Charity Act 2011](#).



- Have effective abilities on communication and networking.
- Have good leadership and management skills.
- Willingness to dedicate significant time to effectively fulfil the responsibilities of a Trustee and actively contribute to SEB's operations.

Role Specific Responsibilities:

OVERARCHING EXPECTATIONS

- Alongside the President, act as a board level champion for outreach, education and diversity across the Society.
- Provide enthusiastic and inclusive leadership, working with the OED Manager to advance the OED programme and lead the OED member working group.
- Uphold scientific excellence and vigour in outreach and education events and materials, aligning efforts with the Society's objectives.
- To work with the staff and Scientific Section Chairs to support their work and ensure the success of the Society.
- Contribute to the future direction of the Society by actively participating in the SEB Strategic Review 2025-2030 and drive forward the resulting implementation plan.

SUPPORT IN THE PLANNING AND EXECUTION OF SEB EVENTS

- Facilitate and coordinate proposals for OED-themed sessions, symposia, and satellite events, deliberating on these proposals at the Events Committee.
- Actively champion OED initiatives within the Society, collaborating closely with SEB communication staff to ensure effective promotion.
- Encourage diverse nominations for plenary talks and Presidents' Medallist awards, reflecting the breadth of individuals contributing to the field of experimental biology.
- Identify opportunities for SEB engagement, impact demonstration, and OED initiatives within our events and beyond.
- Review evolving event schedules to prevent topic overlap and ensure a diverse range of themes is represented.

SCIENTIFIC SCRUTINY AND JUDGING

- To act as a judge on applications for Outreach grant, Diversity Grant, and Educational Research grant administered by the SEB.
- To act as a judge for OED Irene Manton poster prize, selecting relevant finalists during the Annual Conference poster sessions.



- Scrutinise submissions and act as a judge on applications for OED events supported by specific SEB funds including satellite meetings fund, symposia fund, the small conference fund, and the OED annual budget.

ACTIVE ENGAGEMENT AND COMMUNICATION

- Identify new opportunities to foster inclusivity within SEB and advocate for OED both within the Society and across the broader realms of experimental biology, academia, and bioscience education.
- Contribute to the expansion of the Society's Outreach, Education, and Diversity (OED) portfolio by overseeing the OED working group and providing input into OED initiatives, including the awards nomination task force.
- Actively involve members in the OED working group and other OED activities of the Society.
- Review and advise the SEB Council on potential partnerships with other scientific or relevant bodies, regularly assessing and endorsing support for both existing and new partners.
- To promote and actively support the [Society's journals](#).

General Trustee responsibilities:

As a member of Council (that serves as the Board), your role is to collectively 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.

As a trustee, the OED Trustee will be required to act in SEB's best interests, by contributing to governance, e.g. monitoring the financial solvency of the charity, reviewing risks, and shaping the future direction of the Society.

Time commitment:

The successful applicant would need to be available to attend the following meetings:

- Council Meetings (2-3 hours, 4 per year and occasionally additional meetings)
- Events Committee Meetings (1-2 hours, every 2 months roughly)
- Joint Section Committee Meetings (2 hours, twice a year)
- Charing OED Working Group Meetings (1 hour, every 2-3 months)
- Award Nomination Task Force Meetings (1 hour, every 2-3 months)

Training and support



SEB will offer periodic training covering trustee responsibilities, including financial and legal duties, as well as soft skills and EDI training. A comprehensive trustee information pack will be provided, outlining key responsibilities, deadlines, calendar dates, and useful contacts within the SEB executive team.

Appointment and term:

Start Date:

- To abide by the governing Articles of Association of the Society, Trustee appointments need to be ratified by the membership in July 2024, the Trustee term starts thereafter.

Term length: 4 years