# VICE PRESIDENT / PRESIDENT Role description

The Society for Experimental Biology (SEB) welcomes nominations for the role of Vice President.

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/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

The Society for Experimental Biology (SEB) welcomes nominations for the position of (Vice) President of the Society. While the decision of Vice President is reserved for council and will therefore not be open to a member vote, we welcome suggestions for Vice President from membership for the position. The Society would like to invite members to propose an individual with a background in Cell biology.

The incumbent will serve as Vice President for two years, from July 2025 to July 2027 and will then take up the position of President of the Society from July 2027 until July 2029.

## ABOUT SEB TRUSTEES

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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 up to 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.

## 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: 8th July 2025

### PERSON SPECIFICATION/ CRITERIA

In 2025, the (Vice) President should:

* be a person of stature with an international reputation in Cell 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, a track record of quality research in their field).
* Have previous experience of chairing a senior governance body or similar.
* 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.

**OVERARCHING EXPECTATIONS**

The roles requirement includes:

* 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.

With the Chief Executive Officer and the executive team, the (Vice) President is responsible for:

* Responsible for ensuring that the Society complies with all relevant legislation.
* Reviewing key strategic documents such as annual financial statements and risk registers.
* Chairing council meetings and reviewing minutes to ensure they reflect the decisions taken.
* Ensure that the society complies with regulations from the Charity Commission and Companies house and ensuring compliance with guidance from these bodies or our external auditors.

**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.

**Chair 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.

**Chair 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 on behalf of Council; during the intervening periods between Council meetings. This will require working with the executive team on urgent matters as needed, taking high-level decisions and managing risks (by email and/or 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 unremunerated.

However, the Society is able to make a contribution of £1,000 per annum to your institution in support of your science, in agreement with our charity aims.

## NOMINATIONS PROCESS

* The role of (Vice) President rotates between the three scientific disciplines, animal, cell and plant. In 2025, nominations for a Cell experimental Biologist are sought for the position of (Vice) President to the SEB Council.
* Please email any suggestions for nominees to elections@sebiology.org, stating the Name, Position, Institution of the nominee, as well as a short written statement about why they would be suited to the role. **Nominations should be made by 15th May 2025.**
* The formal announcement will be made at the SEB Conference that is being in Antwerp on 8-11 July 2025.