



## SEB TRUSTEE CELL SECTION CHAIR ROLE DESCRIPTION

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The Society for Experimental Biology (SEB) welcomes nominations for the Cell Biology Section Chair role. A role description together with details about the SEB's Cell Biology Section 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 \(www.gov.uk\)](#)

### 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 up to 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 Education, Outreach 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 CELL BIOLOGY SECTION

The Cell Section exists in the Society to promote cell biology, modelling, synthetic biology and industrial biotechnology across all domains of living organisms. It currently has several specialist interest groups covering different areas of cell biology.

### INTEREST GROUPS

Below is the list of Cell biology interest groups - click on a group to find out more.

[Nuclear and Chromatin Dynamics](#)  
[Emerging Technologies](#)  
[Cellular Function](#)  
[Modelling and in silico biology](#)  
[Synthetic Biology and Industrial Biotechnology](#)

The interest groups help to organise sessions at our SEB Conference and our Symposia. Each interest group is headed by a group convenor and the convenors make up the SEB Cell Section Committee.

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.



## CELL BIOLOGY SECTION CHAIR ROLE

Term length : 4 years

Start date: July 2023

### PERSON SPECIFICATION/ CRITERIA

The Section Chair should be:

- a person with a reputation in some field of cell biology or a related area
- interested in directly influencing and developing the future activities of the Society within cell biology and within scientific community in general
- an effective communicator and networker
- someone able to evidence good leadership and management skills
- willing to commit to the considerable time required to effectively discharge the duties of Section Chair

### OVERARCHING EXPECTATIONS.

The main role of a Section Chair is:

- to provide enthusiastic and inclusive leadership to the relevant members of the Society and to coordinate effectively input from the cell Section
- to maintain the Section's vigor and scientific excellence and help meet the objectives of the Society.
- to work with the staff and other Section Chairs to support their work and ensure the success of the Society.
- 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

The work of a Section Chair is varied and includes attendance at several key governance meetings, support in the planning and execution of SEB events, scientific scrutiny to judge various academic awards and projects and active engagement and communication with the community to promote the aims and outputs of the Society.

Details on the key responsibilities of a Section Chair are set out below.

#### A. Governance meetings

As a Trustee the Section Chair 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.



### **Providing the services of the Chair at up to three Section meetings per year.**

The Section Chair will be supported by a Deputy Section Chair chosen from amongst the membership of the section and the section will be supported by a SEB staff member.

The Section meetings are a subordinate governance meeting to the Council and as such the Section Chair has the following governance tasks:

- To drive forward the activity of the section.
- With lead SEB staff member, to prepare and circulate the agendas to section members prior to the meetings.
- To finalise minutes of each section meeting and present for the approval of the committee at the next meeting.
- To review actions arising from Section meetings monthly (and take appropriate action as necessary)
- To present a summary of Section deliberations to Council at each meeting.
- To feedback relevant Council deliberations to the section following the Council meeting
- To liaise with the Secretariat Officer on administrative arrangements for the Section meetings.

Further Section specific tasks are set out below and in the attached table.

- **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.

### **B. Support in the planning and execution of SEB events**

- To solicit and coordinate proposals for sessions, symposia and satellite events and to deliberate on the proposals at the Events Committee.
- To actively promote the work of the Section (working with SEB communication staff).
- Encourage nominations for plenary talks and President's medallist awards.
- To identify opportunities for SEB engagement at external conferences.
- Review event schedules to minimise overlap in timing and topics.

### **C. Scientific scrutiny and judging:**

- To act as a judge on applications for Company of Biologist travel grants administered by the SEB.
- To manage a transparent application process for the Society's Annual Awards (President's Medallists, Bidder and Woolhouse lecturers).
- To act as a judge and/or select relevant section representatives to judge the Section's Young Scientist Award competition at the annual conference.



- To act as a judge for Section’s Irene Manton poster prize, selecting relevant finalists during the Annual Conference poster session.
- Scrutinise submissions for scientific events supported by Section funds (Satellite, symposia, other section funds including the small conference fund).
- To act as a judge on applications for SEB Funding for Small Conferences grants.

#### D. Active engagement and communication

- To identify new avenues of science falling within the Section’s remit and work towards making the SEB’s scientific offering more inclusive.
- To contribute to the Society’s growing Outreach, Education and Diversity (OED) portfolio (through the appointment and management/coordination of an Cell section OED representative). This is to ensure the Cell sections input into OED initiatives such as the awards nomination task force and OED working group.
- To identify scientific projects that readily demonstrate the impact of the science; to allow the Society to promote the impact to wider Society and increase the reach of the Society.
- To actively engage members in the work of the Section.
- To review and advise the SEB Council on partnerships with other scientific (or other) bodies; regularly consider and approve continued support for existing and new partners.
- To promote and actively support the Society’s journals.
- To identify and develop links with groups outside the Society.

#### 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 complete the [Trustee nomination form](#).

#### TRUSTEE ENGAGEMENT REQUIREMENT

The table on the next page sets out the specific tasks required to be undertaken by the Cell Section Chair and indicates the level of engagement required and the approximate time of year.

Topic	Level of engagement	Time of year
Council meetings	3-4 hour meeting in London  Up to 5 times a year  (virtual participation can be supported.)	Annually held in March, July (at annual conference), September and November (in person.)  SEB reserves the right to hold an additional Council meeting



Topic	Level of engagement	Time of year
		annually e.g. to review strategic objectives
Events meetings	2 -3 hour meeting Up to 4 times a year Regular (weekly) email correspondence with Events Manager	Annually held in March and November SEB reserves the right to hold additional Events meetings annually if required
Joint Sections Meeting	2 -3 hour meeting Up to 3 times a year	Annually held in March and November SEB reserves the right to hold an additional Joint Sections meeting annually if required
Coordination of proposals for scientific and other events (satellite, symposia, annual and smaller conferences.)	Formal deliberations at Section meetings. Identifying opportunities for combined proposals and spotting any clashes undertaken at the Joint Section meeting. Plus, regular email correspondence (2-3 a week) with the Events Manager	Annually held in March and November Also held annually in March and November. Other ongoing activity required throughout the year, especially during March to July
Finalise the annual conference program for the coming year	Draft program sent out by events team by mid-December for consideration and agreement.	Post November set of meetings, agree programme by late December.
Informing the proposers (for sessions submitted for the annual conference) of the above including detail on session length and any amendments to the proposal. Also requesting the proposers confirm session titles.		March/April (after March set of meetings)
Judging the YSAS award and nominating three finalist per section	By email correspondence with Events Manager/team	End of March/early April
Judging the President's medallist and plenary lectures proposals.	Sections will receive the proposals in early October for their consideration and scoring.	Final consideration and agreement at the November Section meeting. The Joint Sections meeting, also held in November, can



Topic	Level of engagement	Time of year
	Sections Chair to collate the scores.  For agreement at November Section meeting.	consider any issues arising, if necessary.
Judging the Irene Manton Poster prize, judging of abstracts for scoring during the poster session at the annual conference.	A PDF of posters will be sent out by events team in June.  Responses by email correspondence to the Events Manager/team.	June
Judge the Company of Biologists travel grant  Scrutiny and judging of proposals received	Quarterly  By email correspondence with the events assistance who manages grants.	January, April, July, October.
Review external relationships	Make recommendations to Council for continued support to external bodies and/or development of new relationships	Annual recommendations made at November Council meeting  Adjunct at the March Council meeting
Manage a transparent application process for Society's annual awards  Scrutiny and judging of proposals received	Formal deliberations at Section meeting  By email correspondence with Events manager	March and November
Agree themes for the following year (with input from the PMC)	Sections to seek input from conveners and SIGs over the summer (August/September)  Consideration at Section meetings and then at the Joint Sections meeting.	Proposed theme agreed at Joint Sections meeting) put for the agreement of Council at the November meeting.
Engage in Outreach, Education and Diversity work	Standing agenda item at individual Section meetings  Consideration at the Events and Joint Sections meetings  Active participation by Section Chairs in outreach, education and diversity work (such as public lectures)	Annually held in March and November

