

## Role Descriptor:

# Subject Community President

## Primary Responsibilities

The primary function of the Subject Community Councils is to bring together leading Subject Community representatives (including representatives from relevant Interest Groups) to discuss pertinent issues and opportunities related to their field and how they might support the RSC to address these topics. The Subject Community Councils will proactively and reactively provide expertise and advice, acting as advocates for their subject within the RSC and to relevant external bodies as appropriate.

Subject Community President is an elected position on a Subject Community Council.

In addition to the primary responsibilities of all Subject Community Council Members, the Subject Community President provides leadership to the Subject Community and chairs Subject Community Council meetings.

The Subject Community President plays an integral role in ensuring that Subject Community Council meetings are focused on fulfilling the groups purpose and that decisions are made in accordance with the Subject Community Council's terms of reference and other governance documents.

The Subject Community President needs to work in partnership with Royal Society of Chemistry staff, especially the relevant Programme Manager, to act upon the Subject Community Council's decisions and to ensure that the Subject Community is managed responsibly.

## Duties and wider responsibilities

In addition to those duties and wider responsibilities performed by all Subject Community Council Members, the Subject Community President is expected to:

- bring clarity of vision to the Subject Community Council in fulfilling the Subject Community purpose;
- provide leadership on the development of the Subject Community strategy;
- preside at Subject Community Council meetings and control the order of the proceedings;
- promote transparency and openness in Subject Community Council meetings, for example ensuring that conflicts of interest are declared;
- act in an advisory capacity in appropriate areas of policy and subject development;
- represent the Subject Community as its most senior representative at functions, meetings and events, both within the Subject's member Community and externally;

- ensure by example that the Subject Community promotes equality and diversity for all its stakeholders;
- promote relationships with interest groups and across the whole Subject Community and seek effective collaboration for the wider benefit of the subject;
- chair the RSC Subject Prize Committee and represent the Subject Community on the Prize Committee, or delegate this responsibility to an appropriate alternate;
- represent the Subject Community on the Science and Innovation Leadership Forum;
- work closely with the relevant staff in the governance of the Subject Community and oversee the progress of its activity;
- facilitate effective Subject Community Council meetings, liaising with the Programme Manager in the drafting of agenda papers and ensure that the business is covered efficiently and purposefully;
- encourage all Subject Community Council Members to contribute their skills, experience and opinions in order to ensure adequate scrutiny;
- promote an environment where challenge and scrutiny are welcomed;
- field enquiries from members and others within the Subject Community in collaboration with the Programme Manager.

## Person specification

In addition to the characteristics, knowledge and experience specified for a Subject Community Council Member, the Subject Community President is expected to have:

- a proven track record in advancing the subject
- influence within the Subject Community
- a keen interest in the issues that the Subject Community seeks to advance
- recognition as a leader
- experience of strategic thinking
- strong organisational skills
- skill and diplomacy in managing relations between stakeholders
- the highest standards of personal integrity and probity
- resilience in dealing with difficult problems and challenges

## Time and commitment

In becoming a Subject Community President, there is a commitment of over four years. For the first year after election, the successful candidate serves as President Elect and is vice-chair of the Subject Community Council. For the following, three years, the successful candidate becomes Subject Community President. This is then followed by a period as Immediate Past President, typically four months. Meetings will be a mix of virtual and in-person meetings to enable wide-ranging engagement with the members of the Council. For meetings held in person, they will typically be in London.

The Subject Community President is expected to attend the following meetings:

| Meeting                            | No./yr | When                      | Where             | Duration | Role  |
|------------------------------------|--------|---------------------------|-------------------|----------|-------|
| Subject Community Council Meetings | 3      | October<br>Jan/Feb<br>May | Physical, virtual | 3 hours  | Chair |

Depending on whether or not, the responsibility is delegated to another Subject Community Council Member, the Subject Community President may need to attend the following meetings:

|                                         |   |                 |                             |               |        |
|-----------------------------------------|---|-----------------|-----------------------------|---------------|--------|
| Science and Innovation Leadership Forum | 2 |                 | Physical, virtual or hybrid |               |        |
| RSC Subject Prize Committee             | 1 | February/March  | Virtual                     | up to 2 hours | Chair  |
| RSC Prize Committee                     | 2 | March<br>Summer | Physical, Virtual           | 1 day         | Member |

Additionally, the Subject Community President is likely to be asked to

- attend to Subject Community Council business between meetings;
- attend Subject Community functions as its principal representative, e.g. award symposia, scientific meetings, launch events;
- represent the Subject Community at meetings with influential stakeholders;
- advise Royal Society of Chemistry staff on Subject Community-specific activities or key RSC projects;
- take part in time-limited working groups or advisory groups related to specific tasks or activities.

#### For President of Analytical Science Community Council only

- may be invited by the Analytical Chemistry Trust Fund (ACTF) to become a Trustee of the Analytical Chemistry Trust Fund (ACTF)\*.

Some of these responsibilities will depend on the Subject Community President's availability and the Subject Community President may delegate to an appropriate alternate.

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\* This will be confirmed upon election following consultation with the ACTF. The ACTF is a registered charity established to promote, assist and extend the science and study of Analytical Chemistry and of all questions relating to the analysis, nature and composition of natural and manufactured materials for the benefit of the public. <https://analyticalchemistrytrustfund.co.uk/>