

Role descriptors for member networks committees

This role descriptor applies to volunteers taking on the role of **committee member** on any of our RSC member networks – this includes Local Sections, Interest Groups, Education Community Regions and Analytical Community Regions.

Purpose

Our committee members are all vital to the success of our member networks, all committee members should play an active part on their committee.

Key responsibilities

- To attend committee meetings in person or electronically.
- To take an active part in committee discussions and activities.
- To engage with the programme of activities of the group and to get involved in running activities.
- To support the officers and other committee members in fulfilling the remit of the group.
- To be an enthusiastic advocate for the RSC and wider chemical science community.

Person specification

The person taking on this role should meet and display the following attributes and attitudes:

Attributes

- **Engaged**
 - Taking responsibility for engaging with committee meetings, discussions and plans.
- **Supportive**
 - Being supportive of other committee members in fulfilling their responsibilities.
- **Organised**
 - Endeavour to read the agenda and associated papers in advance of each meeting.
- **Focused**
 - To follow the remit of the group and not to allow personal/professional issues to derail discussions.

Attitudes

- **Integrity**
 - To be a trusted member of our community and endeavour to represent the RSC in a positive way.
- **Neutral**
 - To be able to take part in committee meetings in a neutral fashion regardless of professional or personal conflicts.
- **Inclusive**
 - To act in an inclusive way ensuring that all other committee members are given equal opportunities to input into the programme and discussions of the committee.
- **Open**
 - To be open to new ideas, proposed changes to current processes or programmes and to actively seek input from new areas.

- **Enthusiastic**
- To be positive and proactive when representing the RSC.

Training and support

Support for all committee members is available from our networks team by emailing networks@rsc.org.

Our rules and handbook give volunteers guidance on complying with our rules and advice on best practice in running their committee. Both are available on the [Toolkits & resources library on the Volunteer Hub](#).

We have online training for new officers of our committees and any members considering taking on an officer role or any committee member wishing to understand more about the way our committees are run.

Benefits of the role

Volunteers taking on this role will be able to use this experience to demonstrate the following skills to employers and potential employers:

- Team working
- Project management
- Event planning

This role also shows a desire to support the wider chemical science community.