

Role Descriptor:

# Subject Community Council Member

## 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 Council Members provide appropriate oversight, governance and leadership to the Subject Community. They seek to advance the aims and objectives of Subject Community members in so far as they relate to the advancement of the science or practice of their sub field and, in doing so, advance the object of the Royal Society of Chemistry as a whole.

Subject Community Council Members actively contribute to decision-making processes and play a major role in the development of the Subject Community strategy and activities, in accordance with its terms of reference and other governance documents.

Subject Community Council Members work in partnership with Royal Society of Chemistry staff on the development and implementation of its strategy.

Subject Community Council Members should demonstrate integrity and probity as well as creating a culture that helps advance the purpose of the Subject Community and the subject.

## Duties and wider responsibilities

Subject Community Council Members are expected to:

- work with the Subject Community President to develop the strategy by which the Subject Community fulfils its purpose;
- provide scientific oversight, input to policy and review of activities in their Subject Community by identifying gaps, opportunities and potential collaborations as well as identifying priorities;
- ensure activities are relevant to their whole Subject Community demographic across both academia and industry;
- foster an inclusive approach to member communities by promoting equality and diversity;

- advise the RSC directly on issues and opportunities related to their subject, mainly via the Science and Innovation Leadership Forum, Member Communities Board and Professional Standards Board [e.g. funding, conferences, recognition, grants, subject/subfield communities, trends in their subfield];
- collaborate with other Subject Community Councils to identify areas of joint interest and influence the RSC's approach to these areas;
- identify and advocate for issues and opportunities that may span multiple subjects and go beyond the Subject Community Groups [e.g. education, careers, skills, public engagement, inclusion and diversity];
- provide links with external agencies, such as funders and regulators, on matters related to their subject;
- advocate for their subject within the RSC and externally, both nationally and internationally in education, industry, business and with the public;
- review the RSC offering for their subject area, considering long-term financial sustainability, including recommending new activity and areas to stop activity;
- ensure good governance of the Subject Community Council;
- assist on RSC Subject Prize Committees, as required;
- act as an ambassador for the Subject Community;
- safeguard the good name and further the reputation of the Subject Community and the Royal Society of Chemistry as a whole.

## Person specification

The following characteristics, knowledge and experience (or commitment to gain them) are advantageous to the role of Subject Community Council Member:

- a member (any category) of the Royal Society of Chemistry and subscribed to the respective Subject Community
- dedication to the general advancement of chemical science and its application
- specific interest and expertise in the subject matter and issues relevant to the Subject Community
- experience of committee work
- developed interpersonal and communication skills
- sufficient time and commitment to fulfil the role
- sound judgement with the ability to listen to and welcome alternative opinions and experiences
- commitment to the values and principles of the Royal Society of Chemistry

## Time and commitment

The role of a Subject Community Council Member is a three-year term, starting from the close of the Annual General Meeting which is normally in July each year.

Subject Community Council Members are 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,<br>virtual | 3 hours  | Member |

Meetings will be a mix of virtual and in-person meetings to enable wide-ranging engagement with the members of the Subject Community Council. For meetings held in person, they will typically be in London:

Additionally Subject Community Council Members:

- receive occasional email communications regarding Subject Community Council business and other activities of relevance to the subject, that requires review and possibly a considered response;
- are expected to participate in the Subject Community events as much as they can; and
- may be asked to:
  - represent the Subject Community on other Royal Society of Chemistry committees, e.g. Nominations Committee; RSC Subject Prize Committees;
  - represent the Subject Community at meetings with external stakeholders or at Subject Community events;
  - meet with Royal Society of Chemistry staff in order to help progress key projects;
  - take part in time-limited working groups or advisory sub-groups related to specific tasks or activities.

#### For Elected Members 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)\*.

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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/>