

Role descriptors for member networks committees

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

Purpose

The Chair is responsible for ensuring that the committee functions as it should, and that meetings and communications are efficient, effective and fair.

Key responsibilities

- To act as Trustee (along with RSC Board of Trustees) of the group and to take responsibility for any Trustee related matter.
- Chairing all of the meetings of the committee and ensuring that the committee environment remains professional and constructive.
- Ensures that all members of the committee have an opportunity to input into discussions equally.
- Encourage an inclusive and dynamic culture within the committee, welcoming new ideas and viewpoints.
- Ensures that decisions are made democratically by the whole committee where possible.
- Support the Secretary in preparation of annual reports.
- Must approve and sign off the end of year financial accounts.
- Supports the Treasurer in ensuring the planned programme is within the budget.
- Ensures committee is operating in line with our rules.
- Signatory on bank account.

Person specification

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

Attributes

- **Strategic thinking**
 - Considering the role of the committee in fulfilling the strategic objectives of the Royal Society of Chemistry.
- **Leadership**
 - Taking the lead in committee meetings and promoting a culture of positive actions.
- **Responsible**
 - Taking responsibility for ensuring the committee adheres to the rules and policies of the Royal Society of Chemistry.
- **Supportive**
 - Accepting support from all of the committee members and staff and being supportive of committee members in fulfilling their responsibilities.
- **Focused/organised**
 - Can ensure the committee remains on track with the agenda.
- **Decisive**
 - Can ensure that the committee makes all necessary decisions in the meetings and that any necessary follow up discussions are agreed.
- **Efficient**
 - Can lead the committee in efficient and productive discussions.

Attitudes

- **Integrity**
 - To be the trusted leader and colleague of all committee members and to address any issues or concerns in an honest and open manner.
- **Neutral**
 - To be able to lead meetings in a neutral fashion regardless of professional or personal conflicts.
- **Inclusive**
 - To encourage an inclusive culture ensuring that all committee members are given equal opportunities to take part in meetings and running the programme.
- **Open**
 - To be open to new ideas, proposed changes to current processes or programmes and to actively seek input from new areas.

Training and support

Support for Chairs is available from our networks team by emailing networks@rsc.org. Chairs can also ask questions and share experiences via the [Chairs and Secretaries community on the Volunteer Hub](#).

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:

- Leadership
- Team management
- Project management
- Strategic thinking/planning

This role also shows a desire to support the wider chemical science community and to take on a leading role in the community.