# Call for new committee member’s template

|  |  |
| --- | --- |
| Network requesting | *Name of Interest Group or Local Section* |
| Subject line | *Group name* volunteer committee vacancies: Opportunity to support your community, to share your love of science and to develop professionally |
| Preview Text | What could you do for your community?  |
|  |  |
| Header | The *group name* is looking for *number of vacancies* members to join the committee |
| Content | Dear “salutation”The *name of network* is looking for *number of vacancies* members to join the committee and help organising events and activities. Anyone who is a current member of the *name of network* can volunteer to join the committee. Members do not have to be based in the UK to join a committee.*We welcome volunteers from all sectors of our community and would be particularly interested to hear from any members who might add to the skills, experience and overall diversity of the committee in the following ways:** *industry/academia/early career stage…*
* *anyone interested in taking on the role of secretary /chair / treasurer*
* *anyone interested in being responsible for social media/ publicity…*

If there is interest from more members than the *X current vacancies*, a ballot will be held, and all members of *name of network* will be invited to vote. **Diversity**We are an inclusive organisation, and we aim to ensure that our committees are representative of the breadth and diversity of our community. **We welcome and strongly encourage all our members to consider this opportunity – regardless of membership category, age, demographic or experience.****About the committee**As a committee we *outline your purpose and activities here*. Committee members *include approximate time commitment and duties for committee members here*.Our current committee members are:

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Organisation/ Institution** |
| Chair | *Insert name* | *Insert organisation / institution* |
| Secretary | *Insert name* | *Insert organisation / institution* |
| Treasurer | *Insert name* | *Insert organisation / institution* |
| Member | *Insert name* | *Insert organisation / institution* |
| Member | *Insert name* | *Insert organisation / institution* |
| Member | *Insert name* | *Insert organisation / institution* |

**Conduct of committee members**Committee members are expected to act in accordance with the [Royal Charter and Bylaws of the Royal Society of Chemistry](https://www.rsc.org/globalassets/02-about-us/charter-by-laws.pdf), the [code of conduct](https://www.rsc.org/globalassets/03-membership-community/join-us/membership-regulations/rsc-code-of-conduct-final.pdf) and the [rules for member networks](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/chair/rules-for-member-networks---current-file.pdf). Additional information about the purpose of our member networks and support and guidance available to committees can be found in the [member networks handbook](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/general-info-for-committees/Member-Networks-Handbook.pdf). Our [Volunteer Principles](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/volunteering-opportunities/rsc-volunteer-principles.pdf) outline the standards for the volunteer experience and the responsibilities of both the RSC and volunteers to each other. **Expenses and grants**Committee members can claim expenses for committee activities. Also dialling in options can be provided for meetings to make it easier for members to attend and contribute. Members with caring responsibilities or who require additional assistance are encouraged to apply for the RSC’s [Grants for Carers](https://www.rsc.org/prizes-funding/funding/find-funding/grants-for-carers/) and [Accessibility Grants](https://www.rsc.org/prizes-funding/funding/accessibility-grants/) to enable them to attend meetings.**How to apply to join the committee**Complete the online nomination form by *insert closing date of call for committee*. The information submitted by candidates will be included on the ballot form if a ballot is required.**Apply Now**Please email the Networks Team if you have any questions.Kind regardsThe Networks Team |

## Guidance on completing the form

Please complete the sections with red wording. Please ignore the salutation field as this will be automatically populated. You might find it useful to view the [call for new committee process](https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/governance-resources/outline-of-rsc-member-network-election-processes.pdf) to understand the next steps.

**Number of vacancies -** you do not have to include a specific number of vacancies, instead you could state that you are looking for new members to join the committee. If you do not to include a specific number of vacancies, the Networks Team will add text to say that if you receive a significant number of nominations then a ballot might be held.

**Recruiting for specific roles or different sectors -** we strongly recommend that you conduct a skills gap analysis prior to putting out a call for nominations, this will help identify volunteers who are best placed to support the committee eg from industry or academia. **To avoid any confusion, while the committee may have identified skills or diversity gaps, it must be made clear that committee vacancies are open to all members.**

You can also recruit for specific roles eg treasurer. Ideally a member of the existing committee will put themselves forward for the roles of chair, treasurer, or secretary. If there is no-one from the existing committee to take on these roles then you can use this form to recruit for these roles.

If you are not looking to recruit for specific roles or from certain sectors you can delete this section.

**About the committee -** we recommend that you describe the activities and scope of your network in a positive and inclusive way to encourage members to volunteer. Please give an indication of the time commitment of being a committee member as members find this very useful. You may want to indicate how many committee meetings you have a year.

**Including the list of existing committee members -**please complete the list of the existing committee, but do not include those who are leaving the committee. This allows our members to consider the diversity of the existing committee members and to identify where they may be able to bring further diversity to the committee.

**How to apply –** once the form is returned the Networks Team will insert a link to the online nomination form in the ‘Apply Now’ button. Please insert the closing date, the call must be open for at least 4 weeks.

**When will the call for committee email be sent?**

The call for committee email will be sent on the same day as other e-alerts. The call for committee must be open for four weeks. Please allow at least **five working days** for processing a call for committee members.

**Serving for a second term -** If a committee member has served one term and wishes to serve a second term and the committee agrees, then they can continue directly to serve a second term and does not have to go through the candidate application process again.

**Committee Membership – Under 18s -** we have some members of the RSC who are under the age of 18 years old. While we hope to engage these members in attending suitable events and activities as part of their membership, we are not able to allow them to sit on our committees or to volunteer in any way as we do not have the appropriate safeguarding processes or insurance in place. These members should be notified of this upon admission to membership. If you have any questions about [our safeguarding policy](https://www.rsc.org/our-events/otherinformation/risk-assessment/#safeguarding) please do get in touch and one of our colleagues will be happy to respond.

Please contact networks@rsc.org if you have any questions.