

Royal Society of Chemistry

Analytical Division

Guidance for Analytical Division Council Members

1. Attend as many Analytical Division Council meetings as you can.
2. Encourage colleagues and students to join Analytical Division, particularly younger members.
3. Promote analytical chemistry/science in its full breadth and raise its profile.
4. Take on specific duties and deputise for the Analytical Division President as requested.
5. Provide input into RSC policy submissions/consultations which are relevant to members of the analytical chemistry/science community.
6. Keep an eye on issues and send agenda items to the Secretary.
7. Engage with other Divisions/Forums/RSC Groups in respect of issues around analytical chemistry/science, together with other parts of the RSC as appropriate.
8. Encourage the nomination of new members of Council, encouraging diversity in age, gender, ethnicity and subject expertise.
9. Encourage the nomination of suitable candidates for awards. Note awardees can usually be from abroad. Encourage diversity. Some awards may have membership conditions.
10. Promote the journal "Analyst" and other relevant RSC journals.
11. Encourage participation in Analytical Division meetings, symposia, regional meetings and RSC Group meetings and come yourself.
12. Help initiate, plan and organise conferences and meetings.
13. Assist on award panels and (occasionally) deputise for the President.
14. Send in items for the web page or RSC news.
15. Refer in detail to RSC Strategy.
16. Where appropriate, details of your duties as trustees of the Analytical Chemistry Trust Fund (ACTF) are sent to you separately by the ACTF Secretary.

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