Guidance notes for the nomination of Inspirational Committee Award

What is this Award for?
This Award is for committees that have initiated novel activities or approaches in order to engage or provide services for their communities. This might include initiatives to make the committee or events more inclusive to engage new members, an activity which has had a significant demonstrable impact in the community or other activity which demonstrably supports our wider strategy.

Criteria

1. The Award is intended to recognise the inspirational service rendered to the RSC by a member-led committee.

2. The Award does not carry an Honorarium; it is not sponsored by an industrial company or other organisation.

3. Consideration shall normally be given annually to the making of Awards.

4. Nominations shall be invited from all RSC member networks but any member of the RSC may also make a nomination.

5. Any nomination should be supported by a short citation of not more than 350 words describing the inspirational contribution that the committee has made to the work of the RSC.

6. All nominations given should have both a Proposer and a Seconder.

7. The Member Networks Committee will convene a Panel to make recommendations to the Committee. If a conflict of interest arises then the panel member will be replaced.

COMPLETING THE NOMINATION FORM

Section (1) – Nominee
Please use one nomination form per committee.

Section (2) – Proposer
Committee members can nominate their own committee.

Section (2) – Citation
In no more than 350 words detail your case for why this committee is deserving of an Inspirational Committee Award summarising their inspirational service rendered to the community. Supporting information that should be included as part of the citation includes:

- Any evidence of impact, including specific examples where possible
- Evidence or examples of novel and/or inclusive activities or engagement with new/diverse audiences or membership sectors

Section (3) – Confirmation
Please sign the form to confirm that the details provided are correct. If submitting the nomination by email please add a scanned signature or type your name.

Personal data provided on the nomination form may be held and processed by the Royal Society of Chemistry. A summary of the RSCs data protection policy is obtainable on request.

Submitting the nomination
Those wishing to make a nomination for an Inspirational Member Award are asked to complete the nomination form. Nominations are considered by a Panel that makes recommendations to the Member Networks Committee on who should be awarded.
Nominations can be submitted at any time throughout the year. For consideration in 2017, nominations must be received by **Friday 21 April 2017**.

Completed nomination forms should be sent to networks@rsc.org, or alternatively can be sent to Networks Team, Royal Society of Chemistry, Thomas Graham House, Science Park, Milton Road, Cambridge CB4 0WF