Guidance notes for the nomination of Inspirational Member Award

What is this Award for?
This Award is for members who have been instrumental in driving and delivering activities that have had a demonstrable impact on their community under the following criteria.

Criteria

1. The Award is intended to recognise members who have had a significant and demonstrable impact through their voluntary member-led activities. The Award is aimed to be accessible to all members regardless of length of service.

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

3. Honorary or Permanent Officers of the RSC, such as Council Members, shall not normally be eligible to receive the Award whilst in office.

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

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

6. Staff are not permitted to submit nominations for this award.

7. It is not possible for a member to be awarded this award and the Award for Service in the same year.

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

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

10. 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 nominee.

Section (2) – Proposer
Nominees must be proposed by another, they may not nominate themselves.

Section (2) – Citation
In no more than 350 words detail your case for why your nominee is deserving of an Inspirational Member 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
- Information should be in relation to voluntary networks activity (not achievements in a professional or other role)
- Length of service is not relevant

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](mailto: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