

# Local Section Handbook

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## Section 1 – Introduction

# 1 Introduction

The RSC is grateful for all of the work our Local Sections do and the time and commitment devoted by everyone involved.

This handbook has been produced as a practical guide to assist with queries and to provide support to those members involved in the day-to-day running of the Local Sections. We hope you find it useful and informative and welcome any feedback you may have.

The handbook has been designed to enable easy updates which will be added electronically. Committees will be notified of any updates via the Networks Newsletter.

If you have any questions please do not hesitate to get in touch.

Networks Team  
December 2010

Email: [networks@rsc.org](mailto:networks@rsc.org)

## Section 2 – Contacts

2.1 RSC Contact Addresses

2.2 RSC Staff Contacts and Website Addresses

## 2 Contacts

### 2.1 RSC Contact Addresses

#### London

Royal Society of Chemistry  
Burlington House  
Piccadilly  
London  
W1J 0BA

Tel: 020 7437 8656

Fax: 020 7437 8883

The RSC's Library and Information Centre is based in Burlington House together with the Chemistry Centre, a modern, flexible venue designed to celebrate the excitement of chemistry. The Media and Secretariat teams are also based in Burlington House. All other Departments are based in Cambridge.

#### Cambridge

Royal Society of Chemistry  
Thomas Graham House  
Science Park  
Milton Road  
Cambridge  
CB4 0WF

Tel: 01223 420066

Fax: 01223 423623

The RSC Publishing Division and all other staff are located in Cambridge along with support departments such as Finance and IT.

Website: [www.rsc.org](http://www.rsc.org)

All correspondence should be sent to the Cambridge address for the attention of The Networks Team.

## 2.2 RSC Staff Contacts and Website Addresses

Networks Team	Role	Email	Telephone Number
Sarah Harrison	Member Networks Specialist – Physical Networks	networks@rsc.org	01223 432197
Adam Turner	Member Networks Specialist – MyRSC	MyRSC@rsc.org	01223 432675
Fiona McMillan	Member Networks Specialist – Interest Groups	interestgroups@rsc.org	01223 432269
Carol Megginson	Admin co-ordinator	networks@rsc.org	01223 432312
<b>Member Services Management</b>			
Gemma Wood	Manager, Member Services	networks@rsc.org	01223 432122
Helen Pain	Director, Member Services	painh@rsc.org	
Neville Reed	Managing Director, SEI	reedn@rsc.org	

Other RSC Areas	Email	Telephone Number
Membership Sales	info@rsc.org	01223 432244
Membership Admissions and Qualifications	membership@rsc.org	01223 432141
<i>One to One</i> services	onetoone@rsc.org	01223 432432
Careers Service	careers@rsc.org	01223 432432
Benevolent Fund	benfund@rsc.org	01223 432432
ChemNet	chemnet@rsc.org	01223 432340
Education	education@rsc.org	01223 432251
Library and information service	library@rsc.org	020 7440 3373
Membership Lists	memsearch@rsc.org	
Events and Awards	awards@rsc.org conferences@rsc.org	01223 432439
Finance Department	mcnamees@rsc.org	01223 432207

Website	Address
RSC homepage	<a href="http://www.rsc.org">www.rsc.org</a>
Networks	<a href="http://www.rsc.org/networks">www.rsc.org/networks</a>
Careers service	<a href="http://www.rsc.org/careers">www.rsc.org/careers</a>
Member benefits	<a href="http://www.rsc.org/benefits">www.rsc.org/benefits</a>
Benevolent Fund	<a href="http://www.rsc.org/benfund">www.rsc.org/benfund</a>
Conferences	<a href="http://www.rsc.org/conferences">www.rsc.org/conferences</a>
Interest Groups	<a href="http://www.rsc.org/interestgroups">www.rsc.org/interestgroups</a>

Chemistry Week	<a href="http://www.rsc.org/chemistryweek">www.rsc.org/chemistryweek</a>
Chartered Status	<a href="http://www.rsc.org/cchem">www.rsc.org/cchem</a>
Update membership details	<a href="http://www.rsc.org/mydetails">www.rsc.org/mydetails</a>
ChemSoc	<a href="http://www.rsc.org/chemsoc">www.rsc.org/chemsoc</a>
RSC News	<a href="http://www.rsc.org/rscnews">www.rsc.org/rscnews</a>
MyRSC	<a href="http://my.rsc.org">my.rsc.org</a>

## Section 3 – Background

- 3.1 What are Local Sections?
- 3.2 Aims and Objectives
- 3.3 RSC Strategy
- 3.4 Where are the Local Sections?
- 3.5 RSC Organisation and Structure
- 3.6 Member Services Organisation and Structure
- 3.7 Other RSC Networks

## 3 Background

### 3.1 What are Local Sections?

There are 35 Local Sections across the UK and Ireland which act as a focal point for RSC members who live or work within that local area. The Sections run a variety of events and activities for members and the wider community throughout the year. The Local Sections are divided into nine regions (see section 3.4).

Each Local Section has an elected Committee which includes three essential Officers: the Chairman, the Honorary Secretary and the Honorary Treasurer. These roles must be filled by a Member of the RSC (MRSC) and the recommended term of office is 3 years. See section 4 for more information on these, and other, Committee roles.

Every year a New Officer's Briefing Day is held to assist new Officers (Chair, Secretary and Treasurer) in their roles within the Committee.

### 3.2 Aims and Objectives

All Local Sections have the same common objectives. These are:

- To provide a focal point for RSC members within their area
- To advance the chemical sciences
- To help meet the RSC Strategy

In order to achieve these aims there are several roles all Local Sections should undertake. They are listed below:

- Engage with members within the Section
- Arrange and deliver an annual programme of varied activities
- Liaise with RSC Staff
- Act as a channel of communication between members in the Local Section and the RSC
- Introduce and promote the RSC to young people
- Encourage recruitment of members to the RSC
- Encourage current members to upgrade membership
- Promote a better understanding of chemical science
- Maintain a good relationship with other RSC groups
- Support the work of the Benevolent Fund
- Work with other Local Sections within the same region

### 3.3 RSC Strategy

**Vision:** To be foremost in the world promoting and developing the chemical sciences for the benefit of society.

The future of the RSC has been outlined in the RSC Strategy (Appendix A). RSC Council would be delighted to receive feedback on the RSC Strategy including suggestions on how it could be improved or further developed. For further details and to view the RSC Strategy online, please visit: [www.rsc.org/Strategy](http://www.rsc.org/Strategy). This is restricted to RSC Members only.

<b>Region</b>	<b>Local Number</b>	<b>Section</b>
Eastern	39	East Anglia
Eastern	42	Essex
Eastern	51	Mid Anglia
Ireland	54	Northern Ireland
Ireland	37	Republic of Ireland
Midlands	31	Birmingham and West Midlands
Midlands	40	East Midlands
Midlands	76	North Staffordshire
North East	48	Central Yorkshire
North East	44	Huddersfield
North East	53	Newcastle Upon Tyne and North East Coast
North East	45	North Humberside
North East	57	Sheffield and District
North East	47	Southumbria
North East	61	Teesside
North West	35	Cumbria
North West	55	Lancaster and District
North West	49	Liverpool
North West	50	Manchester and District
Scotland	30	Aberdeen and Northern Scotland
Scotland	41	Edinburgh and South East Scotland
Scotland	43	Glasgow and West of Scotland
Scotland	60	Mid Scotland
Scotland	38	Tayside
South East	34	Chilterns and Middlesex
South East	36	Downland
South East	46	Kent
South East	62	Thames Valley
South West	32	Bristol and District
South West	52	Mid Southern Counties
South West	59	Peninsula
Wales	77	Mid Wales
Wales	56	North Wales
Wales	33	South East Wales
Wales	58	South Wales West

### **3.5 RSC Organisation and Structure**

The RSC Council is the governing body of the RSC and the members of Council are the Trustees of the charity. Council is required to manage and be responsible for the affairs of the RSC as set out in the Charter and By-laws. The Secretary of the RSC, known as the Chief Executive Officer, works under the general direction of the Honorary Officers and is responsible for the management of the RSC and its staff.

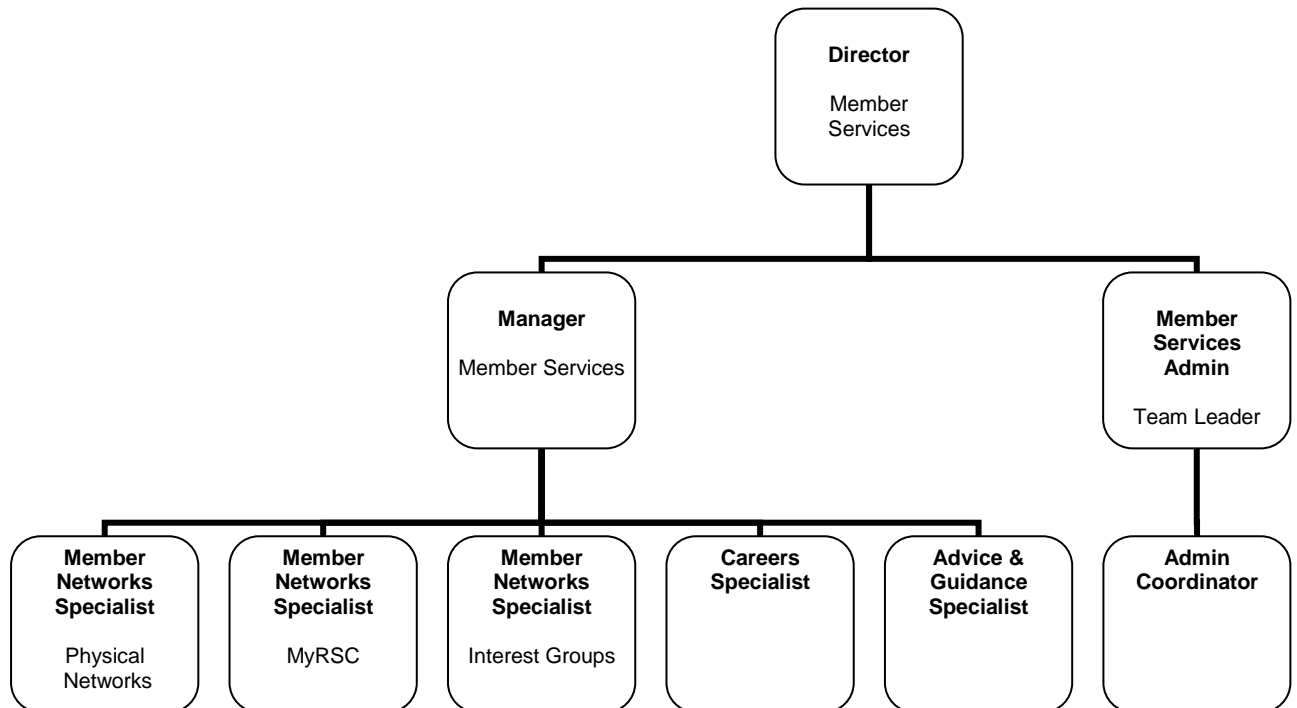
Council has set itself the task of ensuring that it operates at a strategic level, keeping abreast of national and global issues affecting the RSC's operating environment including political and economic trends, developments in science, professional practice and the business environment. It provides direction by setting, and keeping under review, a strategic plan and allocating resources. In addition it establishes governance structures and processes, delegates authority and monitors conformance.

Council ensures that the RSC meets its statutory obligations and adopts good practices in its governance and management processes. Its role is strategic, not operational i.e. it does not look after day-to-day matters.

The latest RSC Organisation and Structure can be found in Appendix B

### 3.6 Member Services Organisation and Structure

Member Services staff are largely based in the RSC's Cambridge office, Thomas Graham House. You will probably work most closely with the Member Services Team, structure shown below and our supporting Administration Team. Our Administration Team works with Member Sales and Member Services Teams.



### 3.7 Other RSC Networks

Becoming involved with the RSC's wide range of networks is another way that members of your Local Section can get involved with the RSC. These cover many different areas including:

- RSC Representatives

RSC Representatives play a vital role by acting as the main point of contact between the RSC and its members in academia and industry. They circulate information and news from the RSC to members in their workplace, facilitate networking between RSC Members and may organise social and scientific events. RSC Reps also promote RSC membership to non-member colleagues, provide feedback of members' views to the RSC and help with major public awareness events, such as *Chemistry Week*.

- Younger Members Network

The Younger Members Network provides opportunities for members in the early stages of their careers to further their professional development by getting involved in a variety of activities and meeting other members at a similar stage in their career. The network offers the chance to establish useful contacts and participate in a range of local events. A branch of the Younger Members Network is the Student Chemical Society Network. This network supports student ChemSocs throughout the UK and Ireland. It also aims to encourage communication and enhance interaction between Student Chemical Societies, Younger Members, Local Sections, RSC Representatives and the RSC.

- The Volunteer Visitor Network

Volunteer Visitors play an essential role in supporting the work of the Benevolent Fund. Volunteer Visitors are RSC members who offer their time to respond to requests from members and their families for a wide range of assistance. Volunteers receive training and support and may be called upon to provide help in many forms: from simply offering a listening ear to accompanying a member to RSC local events or organising social activities in their local area.

- International Sections and Representatives

The RSC promotes the chemical sciences and supports members worldwide. International activities are often based around an active group of members who form an International Section. These Sections respond to the particular needs of chemical scientists in their country and are involved in activities such as organising conferences and colloquia, sponsoring awards and community work.

- RSC ChemNet

ChemNet is the RSC network for 16-18 year olds. Members receive copies of *Chemistry World* and *ChemNet News* every month, access to the ChemNet discussion board and invitations to ChemNet events. Local sections can get involved with ChemNet by organising events for ChemNet members such as university or industry visits. Administrative help and funding is available directly from ChemNet to help make these events a success.

## Section 4 – Operation of Local Sections

- 4.1 Model rules for RSC Local Sections
- 4.2 Common Objects of Local Sections in the RSC
- 4.3 The role and responsibilities of the Local Section Chair
- 4.4 The role and responsibilities of the Local Section Honorary Secretary
- 4.5 The role and responsibilities of the Local Section Honorary Treasurer
- 4.6 Other roles on the Committee
- 4.7 Committee for Local Sections (CLS)

## 4 Operation of Local Sections

### 4.1 Model Rules for RSC Local Sections

#### 1. Title

The Section shall be known as The Royal Society of Chemistry XXX Section Trust.

#### 2. Area

The Section boundaries shall be indicated on the definitive map (set out by post codes) held by the Society and the Section Secretary, and shall be subject to revision by the Committee for Local Sections of the Society.

#### 3. Membership of the Local Section

The members of the Section shall be all those members of the Society whose correspondence addresses are within the Section area. The Section Secretary shall keep a separate register of those members wishing to participate in Section activities and receive Section notices who have correspondence addresses outside of the Section's boundaries.

#### 4. Aims

The aims of the Section are as outlined in the document "Common Objects of Local Sections in the RSC", which is included in part 4.2. as an Appendix to these Rules.

#### 5. Officers of the Section

The Officers of a Local Section shall be the Chairperson, Honorary Secretary, Honorary Treasurer (and any others agreed by each individual Local Section).

#### 6. Local Section Committee

The Local Section Committee, responsible for the management of the business of the Section, shall consist of the following members:

- i The Officers of the Section
- ii X [where  $X > \text{Officers} + 1$ ] ordinary members
- iii Up to a maximum of Y [where  $Y < \text{officers} + \text{ordinary members}$ ] members co-opted by the Committee, to reflect the local membership and local activities. Members can be drawn from:
  - a. Universities within the Local Section boundary;
  - b. Institutes of Tertiary or Further Education;
  - c. Schools;
  - d. Industry, research organisations, central and local government establishments.
- iv ex officio members:  
Members of Council, whose registered addresses are within the Local Section area;  
Benevolent Fund representative;  
Parliamentary Links

The Committee should appoint one of its Officers to sit on the Committee for Local Sections (CLS): see 8.3

7. Casual Vacancies on the Committee

Casual vacancies may be filled by co-option and will be effective until the next elections; such co-options will be additional to the number allowed under Rule 6 iii.

8. Election and Nominations of Officers and ordinary members of Committee

The Officers of the Section shall be nominated as follows:

8.1 The Chairperson of the Section shall be nominated by the Section Committee.

8.2 The Honorary Secretary and Honorary Treasurer shall be nominated by the Section Committee.

8.3 Local Section Committees shall decide on the terms of office for Officers and ordinary members subject to a maximum of 3 years. [The norm for Society Committees is to allow a maximum of two 3 years periods of service unless one term has been as an officer when three periods of service becomes the maximum. Normally a break of one year between service on committees is recommended.]

8.4 Election procedure

a. Not less than XX days before each Annual General Meeting, the Honorary Secretary of the Section shall send to every member of the Section a list of the members of the Committee indicating those who will be retiring on the day of that meeting, the nominations from the Committee for Officers and shall invite nominations for the Committee.

b. Nominations from the Section membership, duly signed and accompanied by a declaration by the nominee that he/she is willing to serve if elected, shall be sent to the Honorary Secretary so as to reach him/her not less than YY days before the Annual General Meeting.

c. If the nominations received in respect of any vacancies are insufficient, the Section Committee may nominate at least such numbers of eligible members of the Section as will make good the deficiencies. If the nominations received equal or exceed the number of vacancies in any category, the Section Committee, at its discretion, may nevertheless make additional nominations. If the nominations received, together with those made by the Section Committee, exceed the number of vacancies in any category, a ballot shall be held.

d. If no nominations are received for a specific Officer position, and no eligible person is willing to be nominated by the Committee, then the incumbent may be permitted to serve for an additional year until

the next Annual General Meeting, when the post will be advertised for nomination again.

- e. The accidental omission to send a ballot paper to, or the non-receipt of a ballot paper by, any member shall not invalidate any election.
- f. The non-receipt of a ballot paper or a nomination paper by the Honorary Secretary shall not invalidate an election.
- g. Two members of the Section, not being candidates for election nor members of the Committee, shall be appointed by the Section Committee to scrutinise the ballot papers and report to the Annual General Meeting.

## 9. Committee business

- 9.1 The Section Committee, in virtue of its responsibility for the management of the business of the Section and the development of its activities, may act in any ways that are consonant with the provisions of the Royal Charter and By-laws of The Royal Society of Chemistry and of the Rules of the Section.
- 9.2 At meetings of the Section Committee the chair shall be taken by the Chairperson of the Section, or designated Acting Chairperson or an Officer, or member of the Committee elected by those present.
- 9.3 Any question that is not resolved without a division shall be decided by a simple majority of votes of officers & ordinary and ex-officio [but not co-opted] members of the Committee present, the Chairperson of the meeting having a casting vote. The quorum for a meeting shall be H members [H should be around 40% of the officers plus ordinary members] (See rule 6).
- 9.4 The Section Committee may establish such Sub-Committees as will facilitate the business of the Section.

## 10. Finance

The Finance of the Section shall be administered as follows:

- 10.1 The general funds of the Section, which will normally be derived from the annual grant to the Section provided by the Council of the Society, shall be under the control of the Committee. From these funds the Committee may at its discretion authorise expenditure for the holding of General and Scientific Meetings and for any other purpose consonant with the Charter, By-Laws or specific ruling of the Council. The Committee may raise a special fund or funds for financing for other purposes to which the general funds are not applicable, provided that no member of the Section or other person or organisation shall be under any obligation to contribute to any such special fund, and provided that the purposes of such funds do not contravene the Charter or By-Laws of the Society. Such additional funds should be administered through the Local Section normal bank accounts and appear in the annual audit.
- 10.2 Accounts shall be paid by the Honorary Treasurer when duly authorised by the Committee. Cheques shall be signed by two of the Honorary Treasurer, the Honorary Secretary and the Chairperson.

- 10.3 There shall be two Honorary Auditors who shall not be members of the Committee, and who shall be appointed at the Annual General Meeting. They shall retire annually, but shall be eligible for re-appointment.
- 10.4 The Honorary Treasurer shall keep proper accounts which shall be made up to 31<sup>st</sup> December of each year. Such accounts, duly certified by an audit (as specified in the document *The Society's Guide to Treasurers*) shall be presented at the next Annual General Meeting of the Section. A copy of the audited accounts shall be sent to the Chief Accountant of The Royal Society of Chemistry by 28<sup>th</sup> February each year.

11. Meetings of the Section

- 11.1 Meetings open to all members of the Section (apart from purely social meetings) shall be of two kinds:
- a. General Meetings for members only - at which the formal business of the Section is transacted and which shall include the Annual General Meeting and any Special General Meetings that may be convened. At least 14 days' notice shall be given of any General Meeting;
  - b. Ordinary Meetings - which shall include all meetings of the Section held for other purpose e.g. events of scientific, educational or continuing professional development interest. A minimum of one ordinary meeting [covering each of the three areas] should be held each year; the frequency and nature of such meetings will be determined by the Section Committee.
- 11.2 The Annual General Meeting shall be held before 31<sup>st</sup> May each year, after the requisite notice has been given, and the business transacted thereat shall be:
- a. To receive the statement of accounts for the preceding financial year;
  - b. To receive the Honorary Secretary's annual report of the affairs of the Section;
  - c. To elect the Officers and ordinary members of the Committee;
  - d. To elect Honorary Auditors for the ensuing year;
  - e. To transact any other competent business, at the discretion of the Chairman.
- 11.3 A Special General Meeting shall be convened on a resolution of the Section Committee or on receipt by the Honorary Secretary of a requisition signed by ten members of the Section, and shall be held within one calendar month of the passing of such resolution or the receipt of such request. XX members shall constitute a quorum.

Any question to be decided by a General Meeting, if not resolved without a division, will be decided by a simple majority of votes, the Chairperson of the meeting having a casting vote, except that:

- a. a resolution proposing an alteration of the Rules of the Section will not be passed unless at least two thirds of the members of the Section present vote in favour of it;

- b. a resolution recommending the Council to dissolve the Section will not be passed unless two thirds of the members of the Section have voted in favour of it in a postal ballot.

12. Minutes of the Meetings

Minutes of proceedings at General Meetings of the Section and meetings of the Committee shall be recorded, and kept by the Honorary Secretary, and shall be available for inspection at any reasonable time by members of the Section after fourteen days notice has been given, or by Council or its accredited representatives. **Copies of all such unconfirmed Minutes shall also be sent to the Secretary to the Committee for Local Sections without delay.**

13. Alteration of, and Disputes arising under, the Rules

13.1 Any proposal for the alteration of the Rules of the Section shall be considered by the Committee, and submitted, in the form of a resolution of the Committee, to the Committee for Local Sections, subject to confirmation by the RSC's Council and to a General Meeting of the Section. Any such alteration shall become effective as soon as the resolution has been passed by both bodies.

13.2 Any disputes arising under the Rules of the Section shall be referred to the Committee for Local Sections and be subject to confirmation by the RSC's Council.

## 4.2 Common Objects of Local Sections in the RSC

*Agreed by the Local Affairs Board October 1980. Amended, and approved by the Professional Affairs & Membership Board October 1995. Amended and approved by the Committee for Local Sections April 2009.*

The object of a Local Section is to represent the Society by promoting, within the Section's geographical area, the objects of the Society as set out in Article 3 of the Charter. The Section shall thus prosecute such activities as will disseminate scientific information to members and others, lead to the development of a corporate spirit among members, and promote the standards of qualification, competence and conduct of those who practise chemistry as a profession.

To this end the Section Committee will:-

- a) Co-operate with the Officers of the Society in connection with local aspects of the administration of the Society's services and exercise any powers which may be delegated by the Council under the By-Laws.
- b) Obtain opinions on matters of Society policy, making full use of the Honorary Representatives for this purpose, and bring to the notice of the Council (through the Committee for Local Sections, Membership Affairs Board or otherwise as appropriate) proposals for promoting the interests of the Society, and the science and practice of chemistry; to advise the Council on matters of local interest or concern, and in all respects to act as a channel of communication between the membership and the Council.
- c) Actively encourage the recruitment of suitable candidates into the Society.
- d) Encourage members to apply for the grade of membership for which their qualifications and experience best fit them.
- e) Provide information to young people in the area who wish or might wish to enter the profession by introducing them to the work of the Society and advising them on the prospects of chemistry as a career and on matters of training and qualification.
- f) Take steps to promote a better public understanding of the importance of chemistry to the community and of the work and outlook of chemists, especially among persons concerned with local government, commerce, industry, agriculture, other professions and the press, broadcasting and other local means of communication.
- g) Arrange a programme of local activities including lectures, discussions and conferences on relevant scientific, professional and educational topics; to organise such other events, some of which may be purely social, as will contribute to a corporate spirit among members.
- h) Liaise and co-operate with other Local Sections, with the Boards of the Society, with the Divisions and the Subject Groups to promote activities of mutual interest; co-operate also with other local scientific organisations and societies, for example student chemical societies.
- i) Encourage support for the Benevolent Fund; to assist the Benevolent Fund Committee and Volunteer Visitor Network in ensuring that contact is maintained with members and their dependants who may need support from the Fund, and, if

requested by the Benevolent Fund Committee, with those who are currently receiving help.

- j) Appoint a representative of the Sections to serve on the Committee for Local Sections.

### **4.3 The role and responsibilities of the Local Section Chair**

- Responsible for all Committee business and regular meetings of the Section.
- Reports to Section AGM and relevant RSC Staff on activities of the past year.
- Approves and signs the audited annual accounts.
- Usually involved in signing cheques - (two signatures required, usually two of Chair or Secretary and Treasurer).
- Must be a full Member of the RSC (MRSC).

### **4.4 The role and responsibilities of the Local Section Secretary**

- The main point of contact between the Section and RSC Staff.
- Responsible for keeping copies of Local Section Committee minutes, Annual General Meeting minutes etc. and for passing these on to RSC Staff and incoming Secretary.
- Receives and communicates information from RSC Staff to relevant Committee Members.
- Sends out all invitations and agendas for Committee Meetings.
- Usually the main scribe and event organiser for the section.
- Prepares an annual report for Section AGM and RSC Staff on activities of the Section during the past year.
- Ensures Committee membership information and Section activities are communicated to RSC Staff.
- Usually involved in signing cheques.
- Ensures that the Section is compliant with the Data Protection Act.
- Ensures Risk Assessment is carried out.
- Maintains the Sections web pages, ensuring they are kept up to date.
- Must be a full Member of the RSC (MRSC).

### **4.5 The role and responsibilities of the Local Section Treasurer**

- Maintains up-to-date accounts for the Section activities.
- Prepares a set of audited annual accounts and supporting documentation for the RSC Finance Department.
- Includes a meaningful breakdown of Section activity costs in the annual report.
- Pays all bills as soon as possible.
- Usually involved in signing cheques.
- Should ensure that reasons for large balances in the accounts at the end of the year are justified.
- Must be a full Member of the RSC (MRSC).

### **4.6 Other roles on the Committee**

- Other committee roles depend on the specific needs of the Local Section and the availability of people to fill these positions. Ideally there will also be a Benevolent Fund Rep, a Younger Member Rep, and an Academic/Industrial Rep. Positions such as Communications Rep, Minutes Secretary and Programme Rep can be created if necessary.

#### **4.7 Committee for Local Sections (CLS)**

The Committee for Local Sections (CLS) advises Council on all matters of policy relevant to local and regional activities.

Each Local Section will nominate a representative from their Committee to attend the CLS meetings, which happen twice a year in April and November. The Chair of CLS sits on the Membership and Qualifications Board and will also report to Council once a year in March.

CLS Representatives serve for a period of three years which can be extended for a second three year term of office. [Note: The CLS Representative does not have to be the Local Section Secretary but should be serving on the Local Section Committee to ensure key matters are communicated back.]

#### **Responsibilities of the CLS Representative are to:**

- Submit items and papers to the CLS Secretary on behalf of their Local Section at the appropriate time for discussion on the agenda.
- Seek and collate opinion from the Local Section on matters arising at CLS and feed this back to CLS.
- Report back to their Local Section Committee on matters arising from the CLS meeting and ensure that actions are progressed with the Local Section.

**Secretary of CLS:** Gemma Wood  
**Chair (until July 2012):** Richard Wells

## Section 5 – Financial Responsibilities

- 5.1 Introduction
- 5.2 Bank accounts
- 5.3 Book of accounts
- 5.4 Annual audit and its requirements
- 5.5 Annual reports and accounts
- 5.6 RSC's Financial Department's involvement
- 5.7 VAT
- 5.8 Expenses
- 5.9 Grants
- 5.10 Legal obligations

## 5 Financial Responsibilities

### 5.1 Introduction

Under Part VI of the Charities Act 1993 The RSC must include Interest Groups, Regional Groups and Local Section results in its annual report and accounts. Therefore, an individual set of accounts is required from each group.

The accounts should be in receipts and payments format, which are collated and included in the RSC's annual accounts. This information is from the preceding year 1<sup>st</sup> January – 31<sup>st</sup> December.

We request to have this information as soon as possible after year-end. It is important for us to receive this by the February deadline, as we have to include the figures in the RSC's statutory accounts.

### 5.2 Bank accounts

Ideally the bank account balance should reflect the accounts you submit. Bank accounts should never be overdrawn. Any surplus should be placed in a deposit account.

All cheques should state the RSC's charity registration number 207890, which should also appear on any promotional material and sales invoices.

Cheques should be signed in accordance to the rules of the individual trusts. This means the Chairman plus one other member of the Committee, either the Treasurer or the Secretary should sign.

### 5.3 Book of accounts

The receipts and payments cashbook should be totalled monthly to be reconciled with the bank statement. This will make the year end reconciliation easier if the cumulated amounts during the year are correct.

- **Payments**

All invoices receipts, vouchers relating to a payment should be filed in order of the cheque number that has paid them. The statutory period for keeping these is six years. Petty cash vouchers should be treated in the same way. By filing such invoices in date order a simple audit trail will exist.

- **Receipts**

Receipts will be recorded on the banking pay in slip; provided this is detailed and retained it will not be necessary to record such items individually in a cashbook.

The receipts and payments book should be extended to provide an analysis. This analysis is categorised for you into a format into which best describes the types of income and expenditure (receipts and payments). If this is done monthly it makes year end reconciliation easier.

<b>Receipts and Payments 1 January - 31 December 2010</b>						
<b>Receipts</b>				<b>Key</b>	<b>£</b>	<b>£</b>
Interest: Business Reserve Account				1	0.00	
Interest: RSC Deposit Account				1	0.00	
Subscriptions				2	0.00	
Grants				3	0.00	
Meetings and Conferences				4	0.00	
Other				5	0.00	
<b>Total Income</b>					<b>£0.00</b>	
<b>Payments</b>						
Meetings & Conferences				6		0.00
Donations				7		0.00
Committee Travel				8		0.00
Stationery/Postage				8		0.00
Committee Lunches at RSC				8		0.00
Audit				8		0.00
Other Expenditure				9		0.00
<b>Total Payments</b>						<b>£0.00</b>
<b>Surplus/(Deficit) for the year</b>						<b>£0.00</b>

#### 5.4 Annual audit and its requirements

The type of audit performed varies with levels of gross income. An audit is required on all accounts. However audited accounts CAN be submitted to us before they are approved at your AGM.

Where gross income is between £10,000 - £100,000 the necessity is to have an Independent Examination Report or Audit. This would be an auditor independent of the group who has the ability and practical experience to carry out a competent examination of accounts.

## **5.5 Annual reports and accounts**

All groups with a turnover of less than £100,000 can prepare their accounts on a Receipts and Payments basis. This is to include only cheques drawn and receipts received passing through the books of accounts up to 31<sup>st</sup> December.

- **Prepayments and Accruals**

All groups with a turnover of more than £100,000 need to make an adjustment on that accounting year. An adjustment of items prepaid which are for the following year, are not included in the year end figures. Items for goods or services in the accounting year, which are not yet paid for, would be treated as an accrual and included in the year end figures.

Consequently if you are adding outstanding income or expenditure in one accounting period the corresponding adjustment must be made in the next accounting period.

## **5.6 RSC's Financial Department's Involvement**

The finance department will keep you updated with the current legislation.

- **Investment**

The RSC will be pleased to place monies on deposit on your behalf - (not less than a six-month period) A surplus is an amount not immediate to requirements (and not required for six months) or £1000 or above in multiples of £1000.

## **5.7 VAT**

When a Section's annual turnover of monies received exceeds the current legal VAT registration threshold it will need to be registered for VAT. This is for taxable supplies that are standard and zero-rated. This may arise if you have substantial conference activity. The current threshold and further details can be found on the HMRC website.

<http://www.hmrc.gov.uk/vat>

Treasurers will need to keep records of VAT. On the payment (purchases) side of the cash book - Input tax. On the receipts side - Output tax

VAT returns are submitted quarterly to Customs and Excise. VAT is either paid or claimed back. You pay the balance if output tax exceeds input VAT. They will pay you the balance if inputs exceed outputs.

We would advise that you contact us before you apply for registration.

## **5.8 Expenses**

Expenses can be claimed either through the Local Section Treasurer or via the RSC centrally. Member's expense claim forms are included in Appendix C of this handbook.

## **5.9 Grants**

Each Local Section operates as a Charitable Trust and upon receipt of acceptable audited accounts, will receive an annual grant for the advancement and promotion of the chemical sciences according to the Charter and By-laws.

Local Sections may also supplement their income via a number of other grants that are available within the RSC. The issue of these supplementary grants is dependent on the financial status of the Local Section at that time and will not be approved if the Section is in a healthy financial state. A summary of grants is listed below:

### **5.9.1 Local Section Annual Grant**

The Local Section must submit a set of signed audited accounts by **14<sup>th</sup> February** each year. Provided the accounts are acceptable, the Local Section will receive its annual grant to finance its activities and events for the twelve month period from January to December.

The grant is made up of two components:

- a block grant (the same for all Local Sections)
- a 'per capita' grant based on the number of members within that Local Section.

The grant is issued to enable Local Sections to organise activities for members to promote the chemical sciences within the terms of the Charter and By-laws. Therefore, it is anticipated that bank balances are not built up to a high level but that the monies are used in the appropriate manner. If a Local Section's bank balance remains over £10, 000 then its grant the following year may be reduced or withheld.

### **5.9.2 Supplementary Grants**

- **Committee for Local Sections Grants**

A central pot of £10,000 is available through the Committee for Local Sections to fund new, innovative events run by the Local Section which would otherwise not be possible. There are two deadlines each year for applications: 1<sup>st</sup> March and 1<sup>st</sup> September. Applications should be submitted on the template provided (Appendix D) and should include as much detail as possible regarding costs associated with the event, numbers of people involved and how the event helps to achieve RSC Strategy.

**Contact:** [networks@rsc.org](mailto:networks@rsc.org)

- **Local Discretionary Grant**

Occasionally, a Local Section may require some extra funding for unforeseen costs. For example, if a local event becomes available at short notice or where estimated costs may be unavoidably higher than had been budgeted for. Provided that the Local Section has a justifiable case and does not possess a large bank balance then the Section may apply for this extra funding.

**Contact:** [networks@rsc.org](mailto:networks@rsc.org)

- **Education Initiatives Fund**

The Education Initiatives Fund is a source of small amounts of financial support for novel\* educational activities. The funding year runs between 1<sup>st</sup> January to 31<sup>st</sup> December and applicants must apply in writing to the Assistant Education Manager, Schools and Colleges by 31<sup>st</sup> October of the preceding year. The application must have the written support of the relevant Education Division, Region or Group. The application must state clearly the objectives of the activity and why the activity is considered *novel*\*.

Please note: applications for funding of existing activities, the purchase of equipment for institutions, room hire or catering costs will not be accepted.

*\*novel* means a **new** educational activity in your Local Section, not an activity that is already running.

**Contact:** [education@rsc.org](mailto:education@rsc.org)

For further details visit the website at:

[www.rsc.org/ScienceAndTechnology/Funding/EducationInitiatives.asp](http://www.rsc.org/ScienceAndTechnology/Funding/EducationInitiatives.asp)

- **Chemistry Week Grant**

Chemistry Week grants of up to £500 will be made available to Local Sections to finance activities during the week. Application forms normally will be made available to Local Section Chemistry Week Co-ordinators.

**Contact:** Pauline Meakins, External Promotion Manager, Cambridge

Email: [meakinsp@rsc.org](mailto:meakinsp@rsc.org) tel: 01223 432266

- **Public Activities Small Grants Scheme**

The Public Activities Small Grants Scheme has funding available to support activities promoting the public awareness of chemistry and the chemical sciences e.g. science open days, public lectures, theatrical plays, activities in major science festivals, local or regional activities etc.

There are two categories of grants:

- small grants up to £250
- large grants between £500 and £5,000.

Large grants will normally be awarded to organisers of major events that support the development of activities to promote the chemical sciences. Small grants will be awarded to individuals or organisations to support activities requiring small amounts of money and that are not funded elsewhere in the RSC. Grants are limited and priority is given to RSC members and member groups. Applications are accepted throughout the year, although funds are likely to be limited towards the end of the calendar year.

In general, curriculum based school activities do not usually qualify for this funding and money for these events should be applied for via the Education Initiatives Fund.

An application form and further information can be found at:

[www.rsc.org/ScienceAndTechnology/Funding/SmallGrants.asp](http://www.rsc.org/ScienceAndTechnology/Funding/SmallGrants.asp)

**Contact:** Pauline Meakins, External Promotion Manager, Cambridge

Email: [meakinsp@rsc.org](mailto:meakinsp@rsc.org) Tel: 01223 432266

## Summary

The RSC's accounting year-end is 31<sup>st</sup> December and all Interest Groups, Regional Groups and Local Sections are required to send in their accounts to the Finance Department at TGH **no later than 14<sup>th</sup> February**. If the accounts are not included in the RSC accounts, then Interest Groups, Regional Groups and Local Sections will have to file accounts separately to the Charity Commission.

When the accounts have been received this will enable the Finance Department to send out any grant due to groups by the end of February each year. The payment you will receive will be transferred into your bank account by BACS.

## 5.10 Legal obligations

### Advice to Interest and Local Sections on their Trust Deeds and legal obligations

- Local Sections and Interest Groups have Trust Deeds and operate under the RSC's charity registration and obligations.
- Currently there are 35 Local Sections and 75 Interest Groups with a Trust Deed.
- For the Local Section and Interest Group Trusts, Council may at any time agree a resolution to discontinue the Fund [the assets of the Trust] and transfer the assets 'upon trust' to be held and applied to a charitable object connected with advancing the chemical sciences – hence the assets could be transferred back to the RSC itself.
- Sections and Groups by virtue of the Trusts have legal status; as legal entities the Trustees are the RSC plus the Chair of the Section/Group. Only Trustees can sign contracts *etc* and agreement from both is required.
- Council gives standing permission for Groups and Sections via the Chairman (who must be an RSC member) to sign contracts [cumulatively or singularly] with a value/liability of up to £5k without reference to the Council. Above this value, permission must be sought before work/activity is started on a project that may involve a contract with a value/liability above this amount.
- All contracts should be lodged with the RSC legal office for the record.
- Any meeting organised must be entered on the RSC meeting database on the web site: this should be checked for clashes with other group/RSC/Section activity and collaboration should be maximised.
- Groups and Sections should liaise with staff before starting new projects to ensure that coordination with other parts of the RSC is maximised and duplication of effort is avoided.
- Any publication resulting from an activity must be offered to RSC Publishing first.
- Guidance on any of these matters can be obtained from staff.

## Section 6 – Communications

- 6.1 Networks Newsletter and Section Movement Report
- 6.2 Member lists
- 6.3 E-alerts
- 6.4 Stationery
- 6.5 Printing RSC material
- 6.6 RSC websites
- 6.7 MyRSC
- 6.8 RSC News
- 6.9 Inserts into Chemistry World
- 6.10 RSC Grapevine

## 6 Communications

### 6.1 Networks Newsletter and Section Movement Report

The monthly [Networks Newsletter](#), which highlights information from various RSC departments and Networks is posted monthly to MyRSC. Archives of the Newsletter can be found on the RSC website.

A Section Movement Report listing new members in the Section, those who are no longer in the area or whose membership has lapsed or ended and those who have changed address but remain within the Section, will be posted to the Section Secretary once a month.

Local Sections are encouraged to make contact with any new members and invite them to participate in events. Local Sections are also advised to liaise with RSC Representatives in their Section who may wish to contact new members within their company.

### 6.2 Member lists

In order to target members more accurately, it is possible for a Local Section to obtain lists of members and their contact details. This can be based on a specific selection criteria within the scope of the RSC membership database e.g. profession, membership category, location, age range etc. Lists are available from the Membership Department upon completion of a data request form; either complete the enclosed form (Appendix E) or request a copy as a Word document and submit online. You will also need to have completed a data protection compliance checklist (Appendix F). Any data obtained from the RSC's main membership system is provided in accordance with the RSC registration under the Data Protection Act and in accordance with its rules. Data is supplied for RSC purposes only and should not be passed on to or supplied for a third party. The list must be kept secure and destroyed after six weeks.

**Contact:** [memsearch@rsc.org](mailto:memsearch@rsc.org)

### 6.3 E-alerts

E-alerts can be sent to those members for whom the RSC has valid email addresses. The text of the message should be sent to [networks@rsc.org](mailto:networks@rsc.org) with a statement of which Section(s) the message is to be sent to, which members within the Section the message should be sent to (e.g. all members, members over a certain age, living in a particular postcode etc.) and the deadline for circulating the message.

A minimum of 5 working days should be allowed between the receipt of the request by the RSC and the deadline for despatch of the e-alert. Please note e-alerts should not be used on too frequent a basis as members already receive many electronic communications from the RSC (and other organisations!) on a wide range of relevant subjects.

## 6.4 Stationery

- RSC headed paper

RSC headed paper is available to Local Sections free of charge, which you can then overprint with your own Local Section address details. To obtain headed paper please contact [networks@rsc.org](mailto:networks@rsc.org).

- Address labels

If the Local Section would like to mail its members directly, for example to notify them of the Annual General Meeting, address labels may be ordered via the Networks Team. The labels will be sent to the Secretary, unless notified otherwise.

The labels must only be used for RSC business and they must not be passed to a third party (individual or organisation). If the labels remain unused, they must be destroyed after six weeks (as required by the Data Protection Act). You can, however, request new labels as frequently as you wish.

- Registered Charity Number

It is the requirement of the Charity Commission that Local Sections use the RSC Registered Charity Number on all RSC printed materials in the form: Registered Charity Number 207890.

## 6.5 Printing RSC material

In general, Local Sections are expected to arrange and pay for their own printing locally, adhering to the RSC guidelines as stated in the information below.

RSC is the preferred abbreviated version of the Royal Society of Chemistry, not 'Society'. The RSC Logo is a registered trademark. Please remember to use the RSC logo correctly in your publicity material by reading the guidelines available on the web at [www.rsc.org/styleguide](http://www.rsc.org/styleguide). Click on Guidelines and then Basic Elements which takes you to how to use the logo. Transmission of the logo by email should be avoided as this often results in distortion of the image.

Contact the Networks Team for any queries: [networks@rsc.org](mailto:networks@rsc.org)

## 6.6 RSC Websites

The main site for RSC information, providing access to products, services and activities offered by the RSC is [www.rsc.org](http://www.rsc.org). The homepages for each of the 35 Local Sections are located at [www.rsc.org/localsections](http://www.rsc.org/localsections)

Each Local Section can use its homepage for posting information about the Local Section and its Committee, publicising events, providing contact details, reviewing past events, publishing newsletters, etc. These homepages are an ideal way for Sections to promote themselves and communicate the latest news with their members. Any member of the Committee can be trained to use the RSC's Content Management System to enable Local Sections to update their own webpages. This training would take place at Burlington House with the RSC's web editor.

## Submitting an event to the conference and events database

Local Sections should submit their events to the conference and events database by completing the form which can be found at:

[www.rsc.org/ConferencesAndEvents/conference/evententryform.cfm](http://www.rsc.org/ConferencesAndEvents/conference/evententryform.cfm)

All events entered into the database will be advertised in the RSC News Diary and will appear on the forthcoming events page for the appropriate Local Section, as well as appearing in the general events list on the website.

Social events may also be entered into the database.

### 1<sup>st</sup> page

**Event Name:** Enter the name of the event

**Summary:** a short summary of the event can be entered here but please ensure that it is no longer than 150 characters.

**Start Date:** Please select the date using the calendar provided

**End Date:** If it is a one day event, there is no need to select an end date

**Start and Finish times:** May be selected

**Or if exact date is not known:** *Only* use this field if the exact date is not known. Once a date has been decided you should amend the entry accordingly and put these fields back to Month / Year

**Event Subject and Type of Event** are picked up when people search for either on the search screen

**Is this an RSC Event:** Select Yes in order for these events to appear under your forthcoming events pages and the RSC News diary

**Enter the venue details.** Adding a post code will find the location on Google maps

### 2<sup>nd</sup> page

On the following screen select your Local Section. This field will ensure that your events appear on your forthcoming events page.

**Jointly organised with:** Enter details of joint organisers

**Sponsored by:** Enter the contact details of sponsors

**Upload booking form:** Programmes and booking forms can be uploaded on the next screen

**Risk Assessment Category:** Select the appropriate Risk Assessment colour for your event

**Select the RSC Region the event is being held in.** This field will ensure events appear on the appropriate RSC Region forthcoming event page.

**Additional Categories:** Only select those appropriate for the event.

Once you have submitted an event, you will receive an email with a link in it. This link will enable you to edit the entry yourself. Whilst an event is being edited, it will temporarily be removed from the database. It will reappear once it has been reapproved by RSC Staff. For specific guidelines on uploading an RSC prize winner's lecture or symposium, please see section 7.4.

If you have problems updating an event, please email [webmaster@rsc.org](mailto:webmaster@rsc.org) with the title and date of the event you wish to be amended.

## 6.7 MyRSC

In August 2009, the RSC launched MyRSC (<http://my.rsc.org>), a professional online networking tool. MyRSC enables people to connect with fellow scientists across the globe, find other chemists in the local area and share information about themselves and their research. Therefore, it is vital that Local Sections engage and use MyRSC for promoting their Section and the RSC activities they organise.

- **Using MyRSC for Local Sections**

Local Sections can use MyRSC to interact with their members by creating a MyRSC Group. Each MyRSC Group has a calendar allowing events to be arranged and publicised through MyRSC. After the event it is possible to post photos and continue discussions via the group forum. It is also possible to upload files, videos or news articles which may be interest to other group members. Committee members can be added as moderators to the MyRSC Group allowing them administrative control.

MyRSC Groups can also be used to conduct Local Section committee business. By creating a 'closed' or 'hidden' MyRSC Group, a Local Section Committee can post information and hold discussions in a manner that is not public. Using a MyRSC Group in this way avoids a flurry of group emails with bulky attachments. It could also go some way to reducing the number of physical committee meetings needed, thus saving costs and time.

- **The Networks Team on MyRSC**

The Networks Team uses MyRSC to interact with the RSC Networks. As such, there are MyRSC Groups which Local Section Committee members may be invited to join:

### RSC Treasurers Group

This MyRSC Group is intended for Honorary Treasurers of all Interest Groups and Local Sections. The aim of this group is provide a forum to ask questions directly to the RSC Finance Department and also serve to highlight common problems. This MyRSC Group is hidden meaning you must be invited to join – contact [networks@rsc.org](mailto:networks@rsc.org) for further details.

### RSC Local Sections Group

This MyRSC Group is intended for Honorary Secretaries of all Local Sections. The aim of this group is provide a forum to network, share best practice and communicate directly with RSC Staff. This MyRSC Group is hidden meaning you must be invited to join – contact [networks@rsc.org](mailto:networks@rsc.org) for further details.

- **RSC Networks Blog**

The Networks Team has also started a '[RSC Networks Blog](#)' which aims to highlight the different activities carried out by the RSC Networks throughout the year. Blog posts will be limited to 300 words but can include photos from the event meaning this is a fantastic opportunity to advertise your hard work to a wider audience. It will also be a great way of encouraging members of the site to visit your Local Section/Interest Group area on MyRSC where you can upload a full report and provide more information about your Network. If you would like to add to the blog please email [networks@rsc.org](mailto:networks@rsc.org)

## 6.8 RSC News

Local Sections may communicate with members in two ways via RSC News:

- **RSC News articles and photographs**

RSC News is produced monthly and circulated to all RSC members. All events submitted to the RSC Events database as RSC events are automatically included in the RSC News Diary. Dependent on space, it may be possible to have your event highlighted in RSC News. It presents an excellent opportunity for your Local Section to advertise and promote its activities to RSC membership as a whole.

To request the possibility of including an article and photograph to appear in a forthcoming issue contact the RSC News Editor. As space is limited, it is best to contact the RSC News Editor ([rscnews@rsc.org](mailto:rscnews@rsc.org)) for guidance on length or suitability before producing the article.

The items should be kept as short as possible, up to a maximum of 250 words. The name, address and affiliation (i.e. Local Section Secretary) of the person submitting must be supplied in all cases. Please also include a contact telephone number.

Please make contributions to RSC News that are reporting on an event as soon after the event as possible. All contributions will be edited and unfortunately it is not possible to supply a proof to contributors. [NB If the author is likely to be unavailable to answer questions, it is important to brief someone who may be able to advise in their absence].

- **RSC News Diary section**

Entries for the Diary section are taken directly from the conferences and events database, see section 6.6 for details. Please enter the details in the events database approximately 2 months in advance to ensure the information is included in the edition of RSC News preceding your event. For example, events need to be submitted by 30<sup>th</sup> January to feature in the March edition. Please do not send Diary entries directly to RSC News.

An email reminder will be sent every month to Local Section Secretaries to ensure events are submitted to the database in time for inclusion in the Diary.

## 6.9 Inserts into Chemistry World

Local Sections may use the **January**, **March** and **September** issues of Chemistry World for distribution of flyers and notices.

Inserts:

- Up to 3 inserts per issue
- Printed in black and white only
- Single sided or double sided
- Can be stapled
- No more than 2 sides of A4
- Can be printed on coloured paper

Contact [networks@rsc.org](mailto:networks@rsc.org) for further details or with any queries.

Notification of all deadlines is regularly circulated in the monthly Networks Newsletter.

### **Guidelines for pre-printed notices/flyers**

1. Written notification of **printed** flyers or notices should be made to [networks@rsc.org](mailto:networks@rsc.org) by the 1<sup>st</sup> of the preceding month (i.e. if March circulation is required, notification should be made by 1<sup>st</sup> February). Extra notice may be required for the September issue because of the holiday season.
2. Delivery of the **printed** flyer/notice should be made at Thomas Graham House, Cambridge by **13<sup>th</sup>** of the preceding month (i.e. 13<sup>th</sup> February if distribution is required in March). Extra notice may be required for the September issue because of the holiday season.
3. Member Services Administration require the following information at notification:
  - i. The name of the Local Section
  - ii. The month for circulation (i.e. January, March or September)
  - iii. A brief description or ideally a sample of the insert including size (NB Inserts must not be z-folded or concertina-folded and must be no bigger than A4.)

### **Guidelines for flyers/notices to be printed by the RSC**

1. The RSC will arrange for inserts to be printed
2. Please submit print ready artwork by the 1<sup>st</sup> of the month before publication
3. Please send artwork or copy to [networks@rsc.org](mailto:networks@rsc.org)
4. Please give the following details:
  - i the name of the Local Section
  - ii the month of circulation
  - iii details about copying e.g. single or double sided, stapled etc

### **Programme cards – September edition of Chemistry World only**

Contact [networks@rsc.org](mailto:networks@rsc.org) for further details or with any queries.

Local Sections have the option to produce one programme card each year, using a template which can be obtained from [networks@rsc.org](mailto:networks@rsc.org).

- The card needs to cover a whole year's meetings
- No meetings can be included if the full details are not available – no “to be confirmed” etc

Cards should be sent to staff print ready and, apart from checking that submissions meet the requirements for printing, staff will not proof read. The cards will be printed and distributed with the September edition of Chemistry World.

All templates must be returned to [networks@rsc.org](mailto:networks@rsc.org) by 24<sup>th</sup> July **promptly** as extra checking is required on the programme card templates to ensure the measurements are accurate.

## 6.10 RSC Grapevine

RSC Grapevine is the regular email update available to all RSC members who have an email address. RSC sponsored/organised/co-organised events can be submitted by any RSC member and should be sent to [rscgrapevine@rsc.org](mailto:rscgrapevine@rsc.org).

RSC Grapevine aims to promote the latest news, so we may include your item a few months in advance and then again closer to the time. We try not to feature the same events month after month so please bear this in mind when submitting your item. Plan when the publicity will be most beneficial for your event.

Please submit details as follows:

### **TITLE OF EVENT**

Location

Date

Name of the Group organising/related to the event/meeting

A weblink to a page with more information (this will often be the page on the Conferences and Events database)

NB entries must include a **working** web link

## Section 7 – How the RSC can help

- 7.1 Promotional materials
- 7.2 *One to One* support services
- 7.3 RSC Prize and Awards Events
- 7.4 Award for Achievement in the Promotion of Chemistry
- 7.5 Long Service Awards

## 7 How the RSC can help

### 7.1 Promotional materials

The RSC is able to provide various promotional materials to Local Sections upon request.

Logo bugs, pens and thermometer cards are popular freebies to give out at schools and outreach activities as well as member events.

The RSC also has a range of materials promoting our services and benefits. These include Networks flyers and Benevolent Fund information. To obtain any of the above or for any enquiries please contact the Networks Team. Promotional and reference materials are produced by departments across the RSC, for example careers posters, conferences flyers, Chartered Chemist posters and the Chartered Chemist booklet. To obtain literature from a specific department please liaise with them directly, or if in doubt contact the Networks Team ([networks@rsc.org](mailto:networks@rsc.org)) who should be able to put you in touch with the right person.

### 7.2 *One to One* support services

#### ***One to One* advice and guidance**

Regardless of age or circumstances, if you need advice on managing your career, dealing with a redundancy or need support at a difficult time, the RSC has specialists who can provide free and confidential advice to support you.

#### ***One to One* careers guidance**

Whether members are actively job seeking or just reviewing their options, guidance from the RSC's Career Service can provide support and assistance in managing careers.

Members can contact the Careers Service Team for *One to One* advice via email, telephone or post on any aspect of the career planning process or job searching. Whether they need advice on where to look for information on a particular career, feedback on CVs or more in-depth advice about the next step in their career, we are here to help.

Alternatively members can arrange an appointment with the RSC's Careers Adviser at one of our regional careers hubs or at our offices in London or Cambridge. All consultations are free (compared to £100-200 per hour privately), last for 45 minutes and are completely confidential.

Careers hubs offer members the opportunity of a personal, confidential discussion about their career regardless of stage of career or career path taken. If a careers hub is going to be held in your Local Section, members will receive an email to let them know when it is happening. You can also find the dates and locations of hubs on the RSC website, MyRSC and in RSC News. If you want to attend a hub it is advisable to book early to avoid disappointment, as places are limited.

[www.rsc.org/members/careers](http://www.rsc.org/members/careers)

#### ***One to One* personal support in difficult times**

For concerns about debts or housing, finding out more about what welfare benefits you are entitled to or what support there is for caring for a loved one, the advisers from the

Benevolent Fund can help on these and other matters. Information and advice can be provided to help and enable members to make informed decisions about their situation. Support may be provided through access to professional resources, such as referral to external specialist agencies.

The Fund also has a network of trained Volunteer Visitors who play an integral part of the Benevolent Fund's work by offering visits and support on a local basis. Financial support may also be available from the Fund.

### **Other *One to One* resources**

- **Support for graduates**

*Got a degree? What next...* sets out the basics of thinking about what career option is right for you, further study and advice on going through the recruitment process from application to interview stage.

[www.rsc.org/gotadegree](http://www.rsc.org/gotadegree)

- **Working as a consultant**

The RSC's *Guide to Consultancy* provides an introduction to starting consultancy, contracts, fees and professional indemnity insurance. Members can also join the Consultancy Group, which offers the opportunity to network with other consultants. As a member of this Interest Group you will also be part of the Joint Consultants' Forum.

[www.rsc.org/cg](http://www.rsc.org/cg)

- **Retirement planning workshops**

Open to both members and their partners, this workshop is for those thinking about how retirement might affect them covering both financial and personal topics.

[www.rsc.org/members/careers](http://www.rsc.org/members/careers)

## **7.3 RSC Prize and Award Events**

The RSC Science Team is responsible for all proceedings relating to Prizes and Awards and their associated events. The portfolio includes awards covering all aspects of the chemical sciences.

Please direct any queries you have regarding Prizes and Awards to: [awards@rsc.org](mailto:awards@rsc.org)

### **Procedure for organising events**

Each year the RSC announces the winners of the RSC Prizes and Awards, usually during June/July. As of 2009, most winners deliver lectures which are associated with their award. A list of these award winners is sent out to all Local Sections, to be passed onto universities and other appropriate venues in the area. The RSC award lecture contacts based at the universities will also be copied in, where we are aware of them.

Each university can then indicate which winners they would like to deliver one of their lectures. These responses must be sent to [awards@rsc.org](mailto:awards@rsc.org) by the deadline stated. Once this deadline has passed it cannot be guaranteed that the university's preferences will be included, so please ensure that the list is passed onto universities in the area as soon as possible. Any preferences the award winners themselves may have will also be taken into

account. It cannot be guaranteed that all preferences will be met in either case, but we will do the best we can.

Itineraries for the award winners are then put together, trying to give a good geographical spread of universities and taking all preferences into account. Local Sections (and university award lecture contacts) will be emailed to inform them of which winners they will be hosting. It is intended that this email is sent out by September of each year.

### **UK Winners**

The date of lectures given by UK winners is a matter to be decided between the winner and the host university, however please inform the Science Team of when these lectures will be taking place.

[awards@rsc.org](mailto:awards@rsc.org)

### **Overseas Winners**

When overseas winners are allocated to a university they will have a fixed date for their lecture, as we schedule a period of time for them to travel to the UK and deliver a number of lectures at different institutions in that time.

Please inform us of who will be coordinating the visits for each of the award winners so that we know who to contact, should we need to.

### **Lecture Format – stand-alone and symposium**

Most lectures will be stand-alone lectures, whereby the lecture is delivered as a departmental lecture would be.

Each award winner will also deliver their lecture at one symposium, at which they will be presented with their award. The locations and dates for these are decided by the RSC Division/Forum presidents. The chosen universities will then be approached to see if they would agree to host the symposium. The symposium will follow a format similar to that which is outlined here. Additional speakers (in some cases chosen by the host university) will also give lectures and the event will usually be a half-day symposium in the afternoon, with a break for refreshments and a wine reception following the event, for which the RSC will cover expenses. The RSC will also cover the expenses for a speaker dinner in the evening, for the speakers and a small number of academic staff, to be organised by the host university. Should a university in your Local Section be asked to host a symposium, there are a set of convenor guidelines which we would send to them.

Should any additional universities wish to arrange a symposium for the visiting lecturers, we are happy for them to do so. However unless they have been approached by the RSC Conference and Awards Department to do so, the RSC is not responsible for any expenses incurred through this organisation. If universities do wish to organise symposia, we are able to assist with the production of flyers to publicise the event and programmes if required.

### **Events Database**

For **all** lectures being delivered we request that you submit these events to the RSC online Events Database. Please see the general guidelines in section 6.6 for details on how to do this and below for additional information specific to award winner lectures.

### 1<sup>st</sup> page

- In the section 'Event Name' please enter as follows: RSC <insert name of Award> - <insert Title of lecture>.  
E.g. RSC Centenary Lecture – Recent Progress in Asymmetric Two Centre Catalysis.
- Please ensure that you enter dates and times for the lecture. If you are convening for a symposium or you are inviting other lectures to speak, please give the start and finish times of the whole symposium, not solely for the award winner's lecture. If unknown, give an estimate and amend when known.
- In the Event Subject section, please select the relevant subject, select multiple subjects if relevant (by holding ctrl).
- Under the Type of Event heading select 'Lecture' or 'Symposium'.
- In the 'Is this an RSC event?' section please select 'yes'.
- Enter venue information.
- Useful information section – if used, this usually contains a URL for directions on how to arrive at the venue.

### 2<sup>nd</sup> page

- Where asked is this event organised by the RSC Events Department please select no.
- Please also select the relevant Divisions, Local Sections and Interest Groups **only if they have been involved with the organisation of this event.**
- Please fill in contact details for event information.

### 3<sup>rd</sup> page

- Please add any other invited speakers (each speaker on a new line). If unknown, this can be amended later.
- The Risk Assessment category for most lectures should be **Blue**. If demonstrations are taking place, please consult us.
- Select the region in which the event is taking place.
- In the additional categories box, please ensure that you select **RSC Prize and Award Events**.
- Add in any additional information about the event that you have.

- Add in your name and email address. You will be sent an email confirming your event submission. This email will contain details of how you can amend your event. **Please ensure that you do amend details when they change**, as the information you submit is automatically included in RSC News and therefore it is important that it is kept up to date.
- Once you are happy with the preview, press submit. Your event will appear on the database in 5 working days.

Please direct any queries you have regarding Prizes and Awards to: [awards@rsc.org](mailto:awards@rsc.org)

## 7.4 Award for Achievement in the Promotion of Chemistry

### Background

The purpose of the award for Achievement in Promotion of Chemistry is to recognise exceptional efforts made by members of the RSC to generate an interest in chemistry to young people at school or college. These contributions could comprise any activity, including giving lectures, organising competitions or demonstrations, establishing links with industry and research laboratories or any other activities which engender an interest in and an enthusiasm for chemistry; or for raising financial support or sponsorship for such activities. A particular aim is to recognise the efforts made by those in Local Sections, Regions, Interest Groups and other networks, all of whom devote so much time and effort to raising an awareness of, and an interest in, chemistry.

### Rules

1. Local Sections should be the focus for preparing nominations although Local Sections should collaborate with local Groups, Regions and Interest Groups, (for example in the Analytical and Education Divisions) to ensure full coverage of Society activities. The responsibility for the Award will lie with the Committee for Local Sections and should be forwarded from Local Sections or Interest Groups through its Chairman or Secretary (preferably on the enclosed form, Appendix G) and should have the full support of the nominating organisation.
2. Awards should be forwarded to the Secretary of the Committee for Local Sections through Member Services of the RSC and may be submitted any time, although nominations will only be reviewed at appropriate, regular meetings.
3. The intention is to make the nomination procedure as simple as possible but sufficient information must be included to ensure transparency, so that the contribution made by the nominee is clear. The nature of the contribution, the period of time over which this contribution has been made and the extent to which the contribution has been made by the nominee or colleagues should be explained. If promotion of chemistry is a component of the individual's work description, the contribution over and above that expected by employment would be relevant.
4. More than one award may be offered in any year provided it was considered that this was merited by the quality of the nominations.
5. A national award may be made for the most meritorious nomination in any one year, if the Awards Committee thought it to be appropriate.

6. The presentation of the Award will be the responsibility of the Committee for Local Sections.
7. The RSC must be seen to be the sponsor of the award and so details of it may be published in RSC News or elsewhere.

## **7.5 Long Service Awards**

### **10 Years of Service**

The RSC honours Local Section members who have completed 10 years of service on their Local Section Committee with a Long Service Award of a commemorative plate and certificate.

To qualify for this award the Committee member must satisfy the following criteria:

- Minimum of 10 years of service on the Local Section Committee
- Must have held one of the 'officer' positions i.e. Chair, Secretary or Treasurer during the 10 years service
- Must be currently serving on the Committee

Presentation of the award is the responsibility of the Local Section Committee who may wish to choose a suitable occasion, for example AGM, Regional Meeting, annual dinner, etc.

To nominate a member of your Local Section Committee for this award please send details to the Networks Team: [networks@rsc.org](mailto:networks@rsc.org)

### **Over 10 years of service**

If a Local Section wishes the RSC to acknowledge exceptional long service of a Committee member they should notify the Networks Team, who will arrange for a letter from the Chief Executive or President.

## Section 8 – Membership Information

- 8.1 Categories of membership
- 8.2 Chartered Status
- 8.3 Subscription rates 2011
- 8.4 RSC member benefits

## 8 Membership Information

### 8.1 Categories of membership

There are five categories of RSC membership:

#### **Affiliate (undergraduate)**

Undergraduate students studying for a degree level qualification in the chemical sciences can join at a reduced subscription rate.

#### **Affiliate**

Affiliate is for those not qualified for any other category but who have an interest in the chemical science and its advancement through the activities of the RSC.

#### **Associate Member (AMRSC)**

Recent graduates holding an RSC recognised degree can apply to become an Associate Member of the RSC.

#### **Member (MRSC)**

MRSC is the main category of RSC membership and is principally for graduates in the chemical sciences with at least three years of postgraduate experience developing key skills.

#### **Fellow (FRSC)**

FRSC is the most senior category of membership. It is open to those with substantial career progression who can offer evidence of seniority and maturity of experience in any field which involves or promotes the advancement or wider application of chemical science.

Our designatory letters of AMRSC, MRSC and FRSC signify to all that the holder is a professional chemical scientist, well qualified and subject to a rigorous code of conduct.

#### **Becoming a member**

Online: <http://www.rsc.org/join>

#### **Upgrade your membership**

To upgrade your membership, go to [www.rsc.org/members/upgrade](http://www.rsc.org/members/upgrade) or call +44(0) 1223 432141

#### **Subscriptions**

Membership subscriptions are due annually on 1<sup>st</sup> January. You can pay your annual subscription to the RSC by:

Post: simply return your renewal form and cheque

Online: [www.rsc.org/renew](http://www.rsc.org/renew)

Direct Debit: [www.rsc.org/members/directdebit](http://www.rsc.org/members/directdebit)

For application enquiries contact: [membership@rsc.org](mailto:membership@rsc.org) / +44(0) 1223 432141

## 8.2 Chartered Status

The award of CChem is considered separately from admission to a category of RSC membership.

Candidates for CChem need to:

- be MRSC or FRSC;
- hold an RSC accredited degree or equivalent;
- demonstrate that the chemical knowledge and skills derived from their education and training are critical to fulfilling the requirements of their job;
- demonstrate development of the twelve Professional Attributes.

Those with less than 10 years appropriate postgraduate experience complete the *Professional Development Programme* (PDP) route, while those with more can register for the *Direct Award* route.

The assessment process is identical for both routes. The only difference is that *Direct Award* candidates can submit their final report and portfolio of evidence any time after registration is confirmed and the evidence can include retrospective material. In comparison, PDP lasts a minimum of 2 years.

More detailed information about each route can be obtained by downloading the guidance notes. For further details please visit [www.rsc.org/cchem](http://www.rsc.org/cchem).

## 8.3 Subscription rates 2011

Subscription rates for 2011:

Fellow (FRSC)	£108
Member (MRSC)	£108
Associate Member (AMRSC)	£65
Affiliate/Affiliate (undergraduate)	£65/£16

Please note - membership subscriptions run from January to December each year.

## 8.4 RSC member benefits

You may be called upon to explain the benefits of RSC membership. They include:

- Professional Body status and worldwide recognition.
- Chemistry World every month – the foremost publication for the chemical sciences.
- RSC News – the monthly magazine for members. Packed with news and items of particular interest to members.
- RSC Grapevine – regular email alerts about RSC activities.

### Enhance your knowledge:

- Access to the members-only Virtual Library which provides specific databases in chemistry, business and the environment, nearly 1,000 e-books and full-text from chemistry e-journals. The service is accessible 24/7 anywhere in the world.
- Members also have free access to the Chemistry Search Service for all their research needs.

**Increase your potential:**

- Attend RSC training courses at a discounted members rate.
- Access to professional support including the specialist career management programme with advice on CV writing, career development strategies and job hunting.
- Advice and guidance on scientific and professional issues, including Continuous Professional Development (CPD) activities, professional qualifications (Chartered Chemist and European Chemist) and the register of Qualified Persons.
- CPD framework (advice and recording mechanism).

**Create new links:**

- Networking opportunities with members in your local area, as well as with over 48,000 members worldwide.
- Parliamentary contact through the RSC Parliamentary Affairs Officer.
- From the 2011 renewal cycle, membership of three Interest Groups is included in the cost of membership. Members can join additional Interest Groups at a cost of £10 each. Membership of Divisions and Forums is free.

**Support and funding:**

- Support from the Benevolent Fund.
- RSC awards, medals and prizes offered.
- RSC Travel Grants available.

**Gain from discounts and offers:**

- Special discounts on an extensive range of RSC books and journals plus special offers on books from other publishers.
- Many “lifestyle” offers (discounts from other organisations).
- Student membership rate for HE students.
- Reduced rates for retired members and those in difficult financial circumstances.
- Reduced rates on an extensive programme of national and international meetings, conferences and seminars organised by the RSC.

## Section 9 – RSC Activities

- 9.1 RSC Resource Packs
- 9.2 Top of the Bench
- 9.3 Chemistry at Work
- 9.4 Promoting the chemical sciences to the public

## 9 RSC Activities

### 9.1 RSC Resource Packs

The Networks Team has produced a range of RSC Resource Packs, which contain all the information you need to organise a specific activity in your area. These packs centre around events which have previously been run very successfully either by Local Sections or by the RSC centrally.

The resource packs are available online: [www.rsc.org/resourcepacks](http://www.rsc.org/resourcepacks)

### 9.2 Top of the Bench

Top of the Bench is a national competition run by the RSC for 14-16 year old students.

The competition starts in the RSC Local Sections where competition heats are organised for schools in the local area to select a team to represent the Local Section in the UK final.

Teams of students should consist of two students from Year 9, one from Year 10 and one from Year 11 (Scottish equivalent is one student from S2, two from S3 and one from S4). The selection period is usually during the autumn term around October-November time and the selected school team is nominated in early December. The closing date for entries to the National Final is the 31<sup>st</sup> January.

The format of the heats is not fixed and allows Local Sections to run their competition in a way that is appropriate for their Section resources. Local Sections are encouraged to allow as many schools as possible the opportunity to take part in the heats. A resource pack has been put together to encourage participation in this event. This can be found at [www.rsc.org/resourcepacks](http://www.rsc.org/resourcepacks).

The final is normally held in the following March/April and is organised by the RSC Directorate for Science, Education and Skills. It includes the following events:

- a short test of factual chemical knowledge
- a practical chemical problem solving team exercise

Prizes are given for the best overall school performance (the Top of the Bench Team) and for the five runner up teams. The Jacqui Clee Award is given for an outstanding individual contribution to the day. Prizes are normally presented by a celebrity.

**Contact:** [education@rsc.org](mailto:education@rsc.org)

### 9.3 Chemistry at Work

Chemistry at Work events offer school students the opportunity to appreciate the place of chemistry in everyday life and the world of work, with particular emphasis on what is happening in their local area. They aim to show a positive image of the chemical sciences and to present them as exciting, interesting and wealth-creating activities that are worth considering as the basis of a career.

Chemistry at Work events normally have a local organiser and this can be someone from a Local Section, usually in conjunction with an Education Business Partnership (EBP) or Science and Technology Regional Organisation (SATRO). In some areas Chemistry at Work events also receive extra funding with an additional contribution direct from the Local Section funds.

A Chemistry at Work event usually takes place over one, two or three days at a venue such as a local college, a university or EBP offices. Local organisations and companies are invited to put on a presentation to demonstrate how they use chemistry in their work and also give pupils an indication of the range of careers available in chemistry.

Local schools are invited to send students (usually in the 13-16 age range although events for primary schools and the post-16 age group are also organised) and they spend half a day rotating between the presentations.

Funding of up to £800 per day, is available from the RSC Science, Education and Industry Department when required (conditions apply). RSC Local Sections may also be willing to contribute separately and in addition. Any applications should normally be made before 1 December of the year preceding the event but if you are interested in running an event please get in touch with the National Coordinator at any time.

A *Handbook for Organisers*, which is a step-by-step guide can be downloaded from [www.rsc.org/caw](http://www.rsc.org/caw) and a CDROM showing examples of past events, to give a feel for what the event involves is also available.

For more information contact: Dr Maria Pack, RSC National Coordinator, Chemistry at Work.

**Email:** [packm@rsc.org](mailto:packm@rsc.org)

### 9.4 Promoting the chemical sciences to the public

The RSC organises and supports a broad range of activities to enhance the public awareness, and promote a positive image, of the chemical sciences. These activities include programmes of public lectures and demonstrations, exhibitions, science festivals, open days etc and RSC initiatives such as *Chemistry Week* and the *Chemical Landmarks* scheme in which Local Sections play a leading role.

#### Chemistry Week

Chemistry Week is a themed week of national activities, which is organised every two years in November with the aim of promoting a positive image of the chemical sciences, across the UK and Ireland. Most Chemistry Week activities are organised on a local and regional basis through the network of 35 Local Sections. Activities and events are aimed

at, and involve, the general public, schools, local community groups, civic groups, MP's and the press and media.

Chemistry Week is managed by RSC Staff who will liaise with the Local Sections, RSC members and member groups involved in organising activities and events during the week. RSC Staff will also organise national events, tours, competitions etc in support of local activities and will provide publicity materials and press support to maximise publicity, both locally and nationally.

Each Local Section is encouraged to appoint a Chemistry Week Co-ordinator by February of the 'Chemistry Week year'. The Co-ordinator will act as the main channel of communication between the Local Section and RSC Staff, receiving and distributing updates and materials supplied by RSC Staff. It is not expected that the Chemistry Week Co-ordinator will organise all the Chemistry Week activities, although some Sections may appoint the Committee member most actively involved in Chemistry Week.

Local Sections may also apply for a Chemistry Week grant (currently up to a limit of £500) via their Chemistry Week Co-ordinator. The grants must be applied for by June in the 'Chemistry Week year'. (See also section 5.9.2)

**Please note:** Chemistry Week will not be taking place in 2011 due to the International Year of Chemistry. The next Chemistry Week is scheduled to take place in 2013, subject to confirmation.

## Chemical Landmarks



The Chemical Landmarks programme commemorates and celebrates historical sites around the UK where important chemical breakthroughs have taken place. It is an RSC initiative to commemorate, emphasise and awaken the public interest in historic developments in the chemical sciences. Unlike the English Heritage scheme, the Chemical Landmarks plaques are not sited where scientists were born or resided.

Local Sections are encouraged to identify such historical sites within their locality and forward their nominations to the RSC for approval. It is helpful if the nominations coincide with significant dates or anniversaries connected to the original discovery or scientist who made the discovery to raise awareness locally and nationally and maximise on press opportunities, however, this is not obligatory.

If approved, RSC Staff will organise the ceremony in collaboration with the Local Section and the organisation receiving the Chemical Landmark award. The event will generally include a lecture or presentation about the scientist or discovery and the unveiling of the chemical landmark blue plaque which will ideally be installed in a public place. Normally three or four Chemical Landmarks will receive approval each year.

Details of the nomination procedure can be found on the website at: [www.rsc.org/chemicallandmarks](http://www.rsc.org/chemicallandmarks). The nominations should be sent for approval to Pauline Meakins (details below). Landmark events normally take three months to organise and therefore it is appreciated if the nominations are submitted well in advance to allow sufficient planning and availability of RSC officers.

## **The Chemistry Centre, Burlington House**

The RSC opened The Chemistry Centre at Burlington House in 2010 offering a unique venue that celebrates the excitement of chemistry past, present and future. The stimulating blend of the latest in modern facilities within a remarkable venue set in the heart of London makes The Chemistry Centre a place to remember. The programme of activities at The Chemistry Centre includes a public lecture series, taking place each month, as well as public debates, exhibitions and educational events. Member groups are able to hire out space within The Chemistry Centre at very competitive rates.

There is also a suite of RSC Member facilities at The Chemistry Centre including a Members' Room – a work space reserved for RSC members – and a café area where members can relax, have a hot drink and use wireless internet to check their emails. These facilities are open Monday to Friday 9am-5pm. The reading room in the Library is also open to RSC Members from Monday to Friday 10am-5pm. However, access to the Library may be restricted at selected times if events are taking place. Please check availability in advance of your visit (<http://www.rsc.org/Library/About/OpeningTimes.asp>). Please note, the RSC Members' facilities are not intended to be used for Interest Group meetings.

For further details visit [www.rsc.org/chemistrycentre](http://www.rsc.org/chemistrycentre)

## **Exhibitions**

The RSC has two exhibitions which are available for hire at minimal cost. Details can be found on the website at: [www.rsc.org/touringexhibitions](http://www.rsc.org/touringexhibitions)

### **1. Visual Elements**

Is a visual arts and science exhibition. Each element in the periodic table is depicted by a unique image designed by Murray Robertson and the properties of the elements across the periodic table are represented by a series of computer generated landscapes. The exhibition is large but is extremely flexible. It can be adapted to fit into any space and is suitable for a dedicated exhibition hall or a large open foyer.

### **2. SENSE-ATIONAL!**

Contains a collection of unique photographs showing the beauty and importance of molecules. It is suitable for mounting on a wall in a café area, foyer or along a corridor.

**For further information on all public activities, please contact:**

Pauline Meakins, External Promotion Manager  
Email: [meakinsp@rsc.org](mailto:meakinsp@rsc.org) Tel: 01223 432266

## Section 10 – Other Information

- 10.1 Risk assessment
- 10.2 Insurance
- 10.3 RSC Publishing
- 10.4 Visual Elements brand

## 10.1 Risk Assessment

When organising any RSC event, a risk assessment must be carried out and the appropriate risk assessment form must be completed. It is a strict legal requirement to manage any risks associated with an RSC event. Risk assessments are also necessary to ensure the RSC is meeting its duty of care towards anyone who may be affected by its activities and to satisfy RSC insurance cover.

Events are broadly categorised into three different levels of risk. 'Green' events are generally social outings. 'Blue' events are generally lectures or public meetings which do not involve hazardous substances. 'Red' events will involve hazardous substances, loud bangs etc, for example demonstration lectures and training days. Schools events such as the Olympiad, Top of the Bench and the Schools' Analyst Competition will be red events.

Green and blue risk assessment forms must be completed and kept on file by the event organiser – there is no need to send a copy to the RSC.

Red risk assessment forms must be completed and submitted to the RSC at least **two weeks** prior to the event. This may be done online on the RSC website.

If a risk assessment form already exists for an event, then this can be submitted with the RSC red assessment form but it is not necessary to repeat the 'Hazard' sections of the RSC form provided full details are on the original form. Both forms must be clearly marked with the date and name of the event to avoid any confusion.

It is recommended that the *Procedure for Risk Management of Events* is read before carrying out a risk assessment.

If transporting chemicals, please ensure you read the booklet on *Transporting Chemicals for Lecture Demonstrations and Similar Purposes*.

Finally, should an accident or incident occur at an RSC Event, it is essential that you complete the Accident/Incident Procedure Form and contact the RSC **as soon as possible** (contact details on the form).

Detailed information about all these procedures (including the green, blue and red assessments) and the online red risk assessment form can be found on the RSC website at [www.rsc.org/riskassessment](http://www.rsc.org/riskassessment).

### **For further information please contact:**

Pauline Meakins, External Promotion Manager

Email: [MSADMIN@rsc.org](mailto:MSADMIN@rsc.org)

Tel: 01223 432266

## 10.2 Insurance

The RSC's insurance policy covers all 'normal activities' and legal liability in respect of injury and illness to third parties (who may be non-members) and/or damage to third parties property in connection with the business of the RSC. 'Normal' in this context refers to lectures, discussions, symposia etc that are not likely to involve danger to the audience. Accidents involving more than one person at a time are also covered.

Problems may arise in connection with activities involving an element of known danger. Such Local Section activities may include lecture demonstrations on fireworks or explosives, and other similar events. In these cases, additional cover is easily effected, provided adequate notice is given.

All enquiries regarding insurance cover, including claims for compensation, should be directed to Martina North at Thomas Graham House, Cambridge.

Tel: 01223 432405. Email: [northm@rsc.org](mailto:northm@rsc.org)

## 10.3 RSC Publishing

The RSC is one of the world's leading scientific publishers, offering an exceptional range of peer-reviewed journals, magazines, books, databases and publishing services to the chemical science community.

For information on RSC published books and to buy products using the 35% members' discount, go to [www.rsc.org/books](http://www.rsc.org/books).

## 10.4 Visual Elements brand

The Visual Elements Periodic Table is an arts and science collaborative project from the RSC which explores the diversity of elements in a unique and innovative manner. The table can be seen at [www.rsc.org/VisualElements](http://www.rsc.org/VisualElements)

As well as displaying the striking representation of the periodic table, the website contains data about the elements, patterns in the periodic table and information on Visual Elements themed products available to buy. For example, Visual Elements Trumps is a fun, fast-paced chemistry card game based on the style of Top Trumps™. For more information and details of how to order a pack go to [www.rsc.org/trumps](http://www.rsc.org/trumps).

## Appendices

APPENDIX A

Strategy on a page

01/03/11

# RSC Strategy

Vision

To be foremost in the world promoting and developing the Chemical Sciences for the benefit of society

Strategic priorities

Enhancing international Influence and impact with industry, academia and policy makers

Pursuing opportunity for growth through collaboration, partnership and acquisition

Achieving high impact publishing through sustainability and growth

Ensuring an appropriate supply of people equipped to practise chemistry competently at all levels

Raising awareness and understanding of the role and value of the chemical sciences

Setting the chemical science agenda and directions for business, academic and policy makers

Maximise the synergies between staff, members and partners to promote and deliver the 6 strategic priorities, and develop member networks and scientific interest groups

5 year targets

Offices established in USA, China, India, Japan and the Middle East

Circulation of *Chemistry World* increased globally for chemists in industry and academia

E-network established for chemists in industry and academia with many end users

Global accreditation business established for chemistry courses which is revenue positive in 5 years

Additional funding donated by external industrial and other bodies for partnering projects to enhance science and education

Business intelligence and acquisition group established internally, with several key organisations targeted, and acquired

Existing partnership portfolio rationalised to optimise benefits and use of resources

Global market share achieved in chemical sciences publishing

Publishing gross revenue increased over 2008 in real terms

Publishing surplus increased over 2008 in real terms

Impact factors consistently increased year-on-year compared to competitor journals

World-leading web-site established for authors, readers, referees and editors

Globally relevant knowledge, skills and assessment framework for chemistry education (primary to tertiary/vocational) established

RSC framework and competitions are drivers for new exams adopted by government

Supply of chemistry teachers meets needs of all post-14 chemistry courses

Practice of chemistry is materially influenced by RSC policy on equality and diversity

Number of students entering 'chemistry' in higher education in UK increased to 4,500 annually

Chemistry Centre occupancy exceeding 90% and contributing a surplus

Externally-focussed scientific, conferences, meetings and educational and training programmes (including e-based) delivering a surplus

RSC becomes the world's leading professional body in engaging the media in promoting the chemical sciences to the wider public

Uptakes at A-Level and Higher Grade chemistry are increased to 50,000 annually

Roadmap materially driving UK and international science and education agendas and promoting diversity

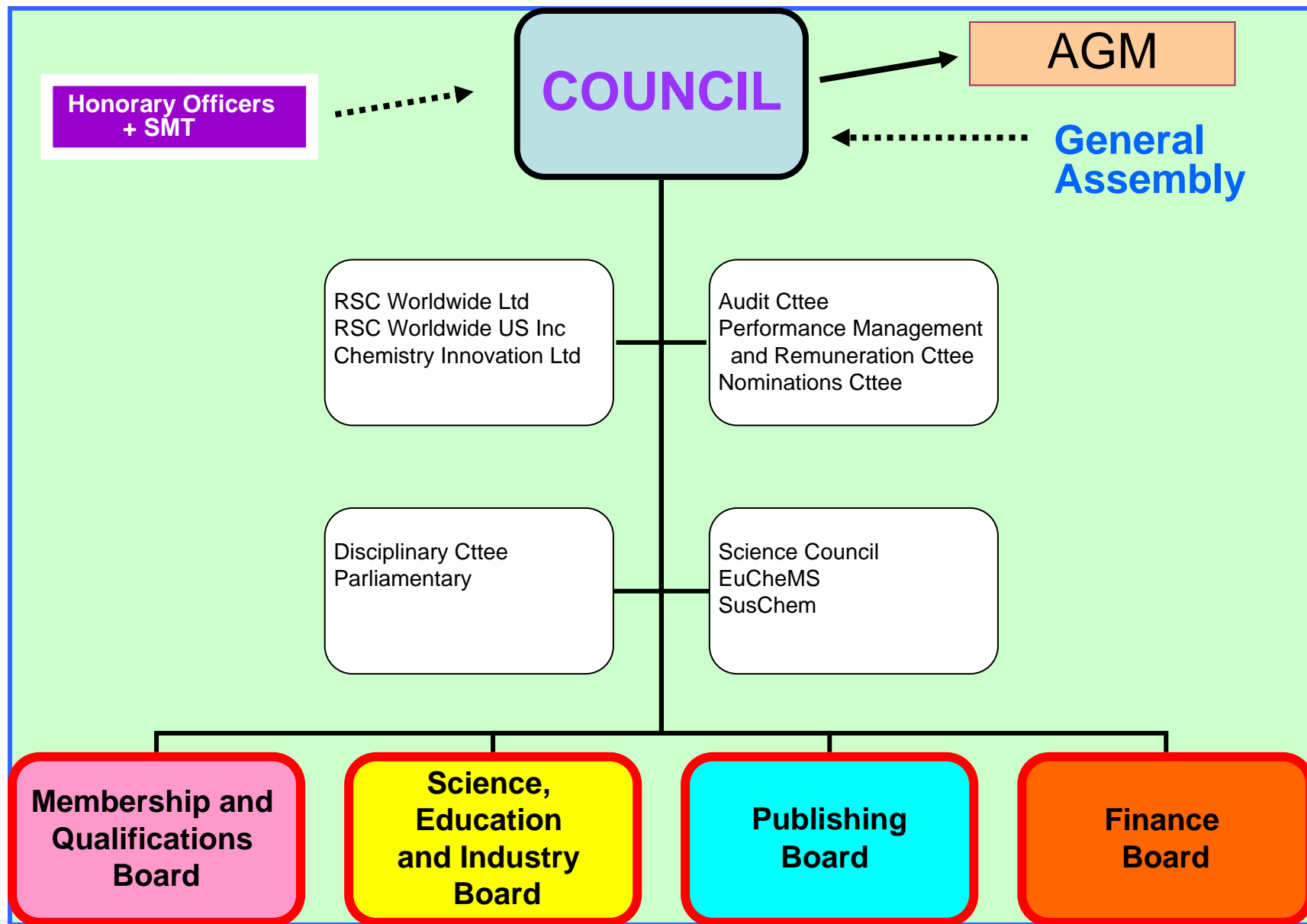
Engagement with industry and government decision-makers yields major achievements recognised by the community

Funding for global chemical research and innovation significantly increased in industry and academia, with support to growth in manufacturing products

Role of chemistry in delivering opportunities for business, academia & policy makers is visible

## APPENDIX B

## RSC Organisation and Structure



# Membership and Qualifications Board

Working Groups on:  
*Regions and Sections*  
*Ethical practices*  
*Professional practice*  
*Diversity*

Working Groups on:  
*CPD*  
*Member services*  
*H&S@RSC events*

Accreditation  
&  
Validation

Admissions

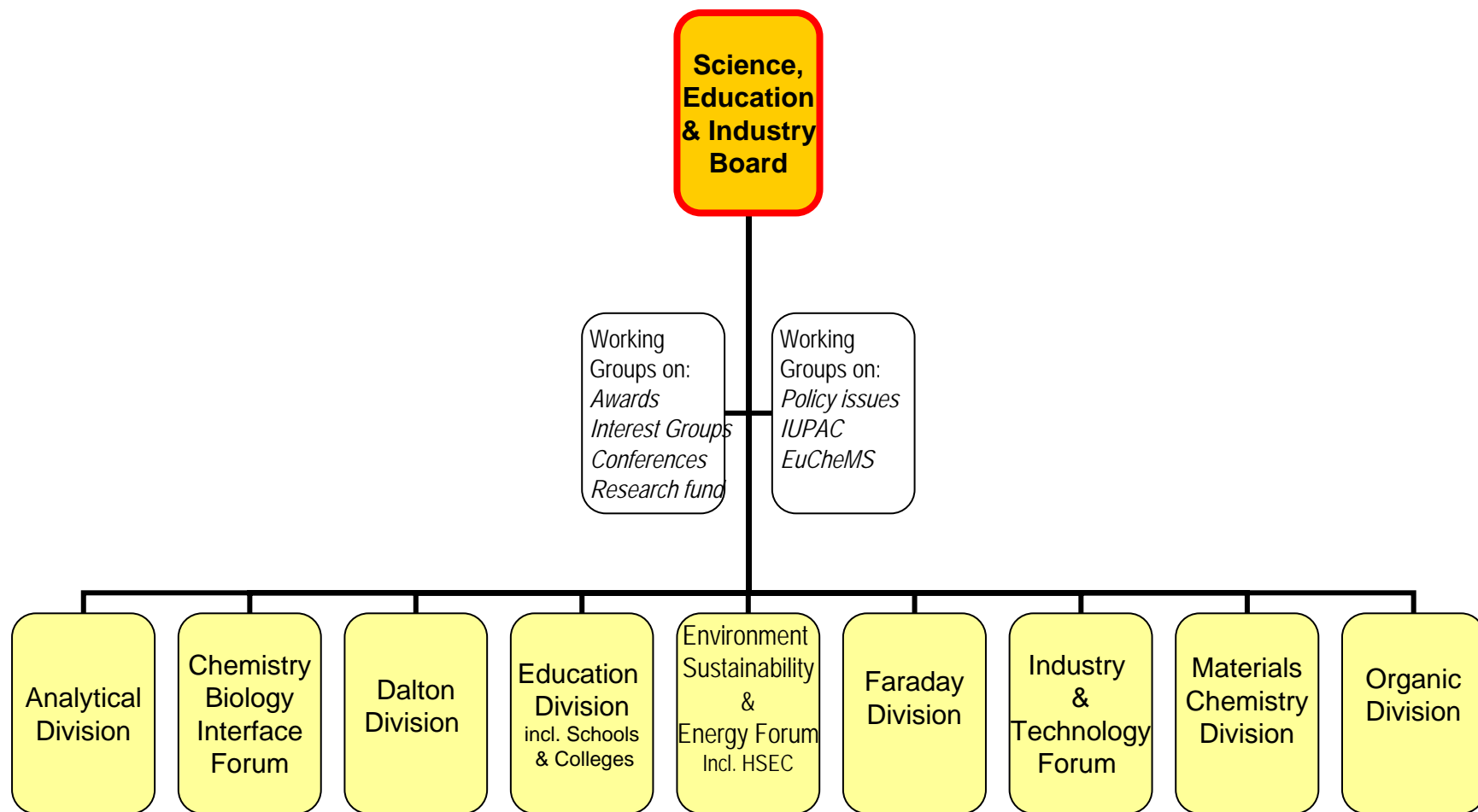
Benevolent  
Fund Grants

Member  
Networks  
incl CLS

Travel  
Grants

Notes: CPD = Continuing Professional development; CLS = Committee for Local Sections

The establishment of Working Groups is encouraged; these may be set up by the Board itself.



Notes: Schools and Colleges Committee reports to EDC; Health, Safety and Environment Committee reports to ESEF.  
The establishment of Working Groups is encouraged; these may be set up by the Board itself.

**Publishing  
Board**

```
graph TD; PB[Publishing Board] --- IT[Information Technology]; PB --- SP[Science Publications]; PB --- S[Selling]; PB --- CW[Chemistry World];
```

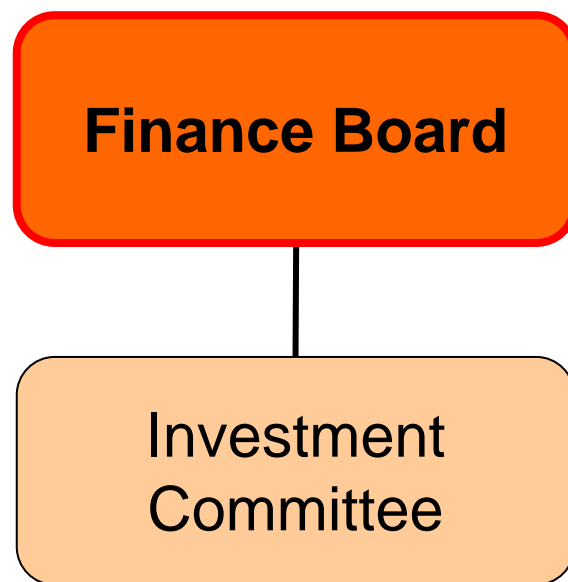
4

Information  
Technology

Science  
Publications

Selling

Chemistry  
World



APPENDIX C

Members expense claim form



APPENDIX D

CLS supplementary funding form

# Committee for Local Sections

## Application for supplementary funding

<i>Local Section</i>	
<i>Title of event proposed</i>	
<i>Brief description</i>	
<i>How the event meets the requirements of the RSC strategic plan</i>	
<i>Amount requested</i>	

Please return the form to:

Gemma Wood MRSC  
Royal Society of Chemistry  
Thomas Graham House  
Science Park  
Milton Road  
Cambridge  
CB4 0WF

woodg@rsc.org

APPENDIX E

Data request form

For Office Use	
Sent	
Qty	Initials

# RSC – DATA REQUEST FORM

## For Local Sections and Interest Groups

**PLEASE COMPLETE THE FORM BELOW  
ALLOW 3 DAYS FOR THE PROCESSING OF YOUR REQUEST.**

1. Name.....Mem.No.....

2. Interest Group/Local Section .....

3. Position (eg. Chair, Secretary) .....

4. Preferred Format

Electronic (excel spreadsheet)

Labels

Hard Copy Listing

E-Mail Addresses only

NB. We do not hold e-mail addresses for all of our members.

5. Please provide detail of any other criteria you wish to match  
Eg. Age restrictions, member category etc.

.....  
.....

6. Please provide detail as to the intended use of the data

.....  
.....

7. Address or e-mail to which the data should be sent

.....  
.....  
.....

**Guidelines for the use of data:**

- For mailings – all data must be used within 6 weeks. Please request an updated list once this date has expired
- For e-alerts - please provide a copy of the text
- Electronic data – for security purposes, all data will be sent in a password protected ZIP file
- Mailings should be sent using RSC envelopes with the Membership Department return address
- Please confirm that you have completed the RSC Data Protection Compliance Checklist

Yes                       No

## APPENDIX F

## Data protection compliance checklist

# DATA PROTECTION COMPLIANCE CHECKLIST

---

Please Complete Both Sections

## SECTION I : NAME AND CONTACT DETAILS

**Name of Local Section, Interest Group, or Region:**

Contact Name:	
RSC Member ID:	
Position:	
Address:	
Phone number:	
Fax number:	
Email:	

**Please send the completed Compliance Checklist to**

Mrs Donna Allum  
Royal Society of Chemistry  
Thomas Graham House  
Science Park  
Milton  
CB4 0WF

Completed Checklists can be submitted on paper or electronically. For an electronic copy of this form to complete, please contact [memsearch@rsc.org](mailto:memsearch@rsc.org)

# DATA PROTECTION COMPLIANCE CHECKLIST

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## SECTION II : SECURITY AND DATA PROCESSING

C.1 Do you obtain personal data from sources other than the RSC? Yes/No  
*Please specify-*

C.2 Is any of the data keyed by members of the Group or for it? Yes/No  
*Please indicate who does the keying and what sort of data is keyed-*

C.3 Is the personal data stored and used on  
- a PC in a private dwelling? Yes/No  
- a network? Yes/No  
*Please state at what address, giving the organisation where appropriate:-*

C.4 What measures exist to control physical access to the computer on which the data are stored?

C.5 What controls are there on access to the system holding the data? (e.g. password and restrictions of access to networked devices or drives)

C.6 Is any personal data other than that for an RSC Members' Group processed on the same PC? Yes/No  
*If Yes, please state for whom -*

*And, indicate any additional measures to keep the data use separate -*

APPENDIX G

Promotion of chemistry nomination form

**Royal Society of Chemistry**  
**Award for Achievement in the Promotion of Chemistry**  
**Nomination Form**

<b>NAME OF CANDIDATE</b>		
<b>INSTITUTION/COMPANY/STATUS (of Candidate)</b>		
<b>CONTACT DETAILS</b>		
<b>NOMINATING SECTION</b>		
<b>CONTACT DETAILS OF NOMINATING SECTION</b>		
<b>SUPPORTING STATEMENT:</b> (please use additional page if required)		
<b>SIGNATURE:</b>	<b>DATE:</b>	

*The information provided may be entered on a computer for the purposes of processing this form.*

**PLEASE RETURN THE COMPLETED FORM TO:**

**Gemma Wood MRSC**  
Royal Society of Chemistry  
Thomas Graham House  
Milton Road  
Science Park  
Cambridge  
CB4 0WF

Tel: 01223 432122    Fax: 01223 426594    Email: woodg@rsc.org

APPENDIX H      Data protection act

## DATA PROTECTION ACT

This Act and Electronic Communications regulations (2003) govern the way in which personal data is obtained and used (processes), on the security measures to be in place, and the rights of members and subscribers (data subjects). Data subjects have the absolute right to opt out of marketing.

Any data obtained from the Society's main membership system is provided in accordance with the Society's Notification under the Data Protection Act and in accordance with its directions as to its use.

The minimum requirements for holding data are as follows:

- Data must be fairly and legally obtained, i.e. from the Society's membership system or with the full knowledge and agreement of any contact obtained from another source
- Data must be secure from accidental exposure to or use by people not connected with the group (printed lists locked away, computer files at least password protected)
- Data must be accurate and up to date; thus, data on ex-members of a group must not be used. **Data produced for mailings should be used within 6 weeks.**
- Data must be the minimum necessary for conducting the business of the group – nothing should be collected or kept just in case it might be useful.
- Audit trails must be in place to track which data subjects were placed on each mail shot.

The RSC does not release the data it holds on its members to third parties, so groups must not do so either.

Groups must not share their data with anyone else. In the case of bulk **e-alerts**, e-mail addresses should be placed in the **blind copy field (bcc)** to ensure that they are not visible to others.

RSC Interest groups (i.e. Subject Groups, Sectors, Forums and Divisions) and Local Sections are integral parts of the RSC and are covered by the RSC's own Register Entry with the Information Commissioner's Office. RSC Interest Groups must, therefore, notify under the Data Protection Act (1998) whether they keep records of members or non members on computer or in print.

An Interest Group or Local Section that wishes to maintain and use its own data collection must keep the RSC informed of what it is doing, where the data are stored and used etc, by completing a Compliance Checklist. A compliance Checklist can be requested from [memsearch@rsc.org](mailto:memsearch@rsc.org).

If you have any Data Protection queries, these may be sent to [dataprotection@rsc.org](mailto:dataprotection@rsc.org)