

## Role descriptors for member networks committees

This role descriptor applies to volunteers taking on the role of **Secretary** on any of our RSC member networks – this includes Local Sections, Interest Groups, Education Community Regions and Analytical Community Regions.

### Purpose

The Secretary is responsible for the organisation and recording of committee meetings. The Secretary is also the conduit through which staff communicate with the committee.

### Key responsibilities

- Main contact point for RSC staff – this includes passing on relevant information as requested.
- Either taking the committee minutes - or delegating this duty. Ensuring that all actions and decisions are captured accurately.
- Organising the committee meetings and associated papers – or delegating this duty.
- Preparing the annual report and ensuring that any changes to committee membership are communicated to the Networks Team.
- Ensuring that the committee complies with our data protection guidelines.
- Ensuring that appropriate risk assessments are completed for all events and activities.
- Signatory on bank account.

### Person specification

The person taking on this role should meet and display the following attributes and attitudes:

#### Attributes

- **Responsible**
  - Taking responsibility for ensuring that the committee meetings are accurately recorded.
- **Supportive**
  - Accepting support from all of the committee members and staff and being supportive of committee members in fulfilling their responsibilities.
- **Organised**
  - Can ensure the committee has a suitable agenda and associated papers in advance of each meeting.
- **Focused**
  - Ensures that minutes which accurately represent the meeting are disseminated as soon as possible after each meeting.
- **Detailed**
  - Can ensure that all decisions are noted and that all actions agreed are assigned.
- **Decisive**
  - Can ensure that the committee makes all necessary decisions in the meetings and that any necessary follow up discussions are agreed.
- **Efficient**
  - Can ensure that the annual activity reports are submitted before the deadline.

#### Attitudes

- **Integrity**
  - To be the trusted leader and colleague of all committee members and to address any issues or concerns in an honest and open manner.
- **Neutral**
  - To be able to lead meetings in a neutral fashion regardless of professional or personal conflicts.
- **Inclusive**
  - To encourage an inclusive culture ensuring that all committee members are given equal opportunities to take part in meetings and running the programme.
- **Open**
  - To be open to new ideas, proposed changes to current processes or programmes and to actively seek input from new areas.

### **Training and support**

Support for Secretaries is available from our networks team by emailing [networks@rsc.org](mailto:networks@rsc.org). Secretaries can also ask questions and share experiences via the [Chairs and Secretaries community on the Volunteer Hub](#).

Our rules and handbook give volunteers guidance on complying with our rules and advice on best practice in running their committee. Both are available on the [Toolkits & resources library on the Volunteer Hub](#).

We have online training for new officers of our committees and any members considering taking on an officer role or any committee member wishing to understand more about the way our committees are run.

### **Benefits of the role**

Volunteers taking on this role will be able to use this experience to demonstrate the following skills to employers and potential employers:

- Record keeping
- Organisational
- Project management
- Strategic thinking/planning

This role also shows a desire to support the wider chemical science community and to take on a principal role in the community.