ROYAL SOCIETY OF CHEMISTRY

Appendix

Role Descriptor:

Division Council Member

Primary Responsibilities

Division Council Members are responsible for ensuring that the Division is fulfilling its purpose, which is broadly to:

- encourage, assist and extend the knowledge and study of the Division's specific sub-discipline (the 'subject');
- organise meetings/events appropriate to the subject;
- recognise excellence via Prizes and Awards;
- offer advice and provide their sub-discipline perspective, as appropriate, to the RSC on its activities related to the subject.

Division Council Members provide appropriate oversight, governance and leadership to the Division. They seek to advance the aims and objectives of Division members in so far as they relate to the advancement of the science or practice of the subject and, in doing so, advance the object of the Royal Society of Chemistry as a whole.

Division Council Members actively contribute to decision-making processes and play a major role in the development of the Division's strategy and activities, in accordance with its rules and other governance documents.

Division Council Members work in partnership with Royal Society of Chemistry staff on the development and implementation of its strategy.

Division Council Members should demonstrate integrity, probity as well as creating a culture that helps advance the purpose of the Division and the subject.

Duties and wider responsibilities

Division Council Members are expected to:

- work with the Division President to develop the strategy by which the Division fulfils its purpose;
- promote and raise the profile of the subject;
- provide input into policy submissions/consultations relevant to the subject community;
- monitor developments within the subject and bring to the attention of the Division Council;
- promote equality and diversity within the subject community;

- foster an inclusive approach in all their activities, e.g. in appointing Division Council members or when reviewing requests for financial support;
- review activities and agree priorities for the following year;
- engage with other member groups regarding matters relating to the subject;
- promote links to RSC journals, in particular those of relevance to the subject;
- encourage participation in scientific meetings, symposia, regional meetings and other Division events;
- ensure good governance of the Division Council;
- initiate, plan and organise meetings and events;
- assist on award committees, as required;
- review applications for financial support from the Division as required (for example, travel grants and scientific meeting grants);
- act as an ambassador for the Division;
- establish effective communication with staff, members and other stakeholders; and
- safeguard the good name and further the reputation of the Division and the Royal Society of Chemistry as a whole.

For the Officers and Elected Members of Analytical Division Council only – expected to:

- act a Trustee of the Analytical Chemistry Trust Fund*

Person specification

The following characteristics, knowledge and experience (or commitment to gain them) are advantageous to the role of Division Council Member:

- a member (any category) of the Royal Society of Chemistry and subscribed to the respective Division
- dedication to the general advancement of chemical science and its application
- specific interest and expertise in the subject matter and issues relevant to the Division
- experience of committee work
- developed interpersonal and communication skills
- sufficient time and commitment to fulfil the role
- sound judgement with the ability to listen to and welcome alternative opinions and experiences
- commitment to the values and principles of the Royal Society of Chemistry

* http://www.rsc.org/Membership/Networking/InterestGroups/Analytical/ACTrustFund.asp

Time and commitment

The role of a Division Council Member is a three year term, starting from the close of the Annual General Meeting which is normally in July each year.Division Council Members are expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Division Council Meetings	3	Jan/Feb May October	London	1 day	Member

Additionally Division Council Members:

- receive occasional email communications regarding Division Council business and other activities of relevance to the subject, that requires review and possibly a considered response;
- are expected to participate in the Division's events as much as they can; and
- may be asked to:
    - represent the Division community on other Royal Society of Chemistry committees, e.g. Member Communities Board, Nominations Committee; Division Awards Committee
    - represent the Division at meetings with external stakeholders or at Division events;
    - meet with Royal Society of Chemistry staff in order to help progress key projects;
    - take part in time-limited working groups or advisory sub-groups related to specific tasks or activities.