ROYAL SOCIETY OF CHEMISTRY

Role Descriptor:

Board Member (Member Communities)

Primary Responsibilities

Board Members are responsible for ensuring that their board is achieving its purpose, which is delegated to it by trustees within the governance framework.

Board Members actively participate in decision-making processes and play a major role in the delivery of the board's delegated responsibilities.

Board Members work in partnership with Royal Society of Chemistry staff to ensure that their decisions are acted upon successfully and the board's business is managed effectively.

Board Members should demonstrate integrity, adopting values and creating a culture that helps advance the charitable object of the Royal Society of Chemistry.

Duties and wider responsibilities

In connection to the board's purpose, Board Members are expected to:

- fulfil and develop the responsibilities described within the board's terms of reference;
- advise the Board of Trustees on relevant strategic developments;
- reflect on personal experiences and contribute considered analysis and insights into specific agenda items;
- promote equality and diversity;
- foster an inclusive approach for all board activity;
- ensure good governance of the board;
- understand the environment in which a learned and professional society operates;
- provide input into policy submissions/consultations, where appropriate;
- establish effective communication with staff and other stakeholders.

Person specification

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

- a member (any category) of the Royal Society of Chemistry
- dedication to the general advancement of chemical science and its application
- specific interest and expertise in relation to the remit of the Board

- 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

Time and commitment

The role of a Board Member is a three year term.

Board Members are expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Member Communities Board meetings	2	October March	London	1 day	Member

Additionally Member Communities Board Members:

- receive occasional email communications regarding Member Communities Board business that requires review and possibly a considered response;
- may be asked to:
    - attend one of the Royal Society of Chemistry's annual regional meetings;
    - meet with Royal Society of Chemistry staff in order to help progress key projects;
    - take part in a time limited working group or advisory sub-groupings.