ROYAL SOCIETY OF CHEMISTRY

Role Descriptor:

Division President

Primary Responsibilities

Division President is an elected position on the Division Council.

In addition to the primary responsibilities of all Division Council Members, the Division President provides leadership to the subject community and chairs Division Council meetings.

The Division President plays an integral role in ensuring that Division Council meetings are focused on fulfilling the Division's purpose and that decisions are made in accordance with the Division Council's rules and other governance documents.

The Division President sets the conditions for the Division Council and establishes clear expectations concerning the culture, values and behaviour of those who contribute to achieving the aims of the Division.

The Division President needs to work in partnership with Royal Society of Chemistry staff, especially the relevant Programme Manager, to act upon the Division Council's decisions and to ensure that the Division is managed responsibly.

Duties and wider responsibilities

In addition to those duties and wider responsibilities performed by all Division Council Members, the Division President is expected to:

- bring clarity of vision to the Division Council in fulfilling the Division's purpose;
- provide leadership on the development of the Division's strategy;
- preside at Division Council meetings and control the order of the proceedings;
- promote transparency and openness in Division Council meetings, for example ensuring that conflicts of interest are declared;
- act in an advisory capacity in appropriate areas of science policy and subject development;
- represent the Division as its most senior representative at functions, meetings and events, both within the subject's member community and externally;
- ensure by example that the Division promotes equality and diversity for all its stakeholders;
- chair the Division's Awards Committee and represent the Division on the Awards Working Group, or delegate this responsibility to an appropriate alternate;
- represent the Division on the Member Communities Board. This responsibility may be carried out by an Elected Member of the Division Council if the Division President chooses not to carry out this role;

- work closely with the relevant Programme Manager in the governance of the Division and oversee the progress of its activity;
- facilitate effective Division Council meetings, liaising with the Programme Manager in the drafting of agenda papers and ensure that the business is covered efficiently and purposefully;
- encourage all Division Council Members to contribute their skills, experience and opinions in order to ensure adequate scrutiny;
- promote an environment where challenge and scrutiny are welcomed;
- field enquiries from members and others within the subject community in collaboration with the Programme Manager.

For the President of Analytical Division Council only – expected to:

- act as a Trustee of the Analytical Chemistry Trust Fund (ACTF)* and Chair the ACTF committee.

Person specification

In addition to the characteristics, knowledge and experience specified for a Division Council Member, the Division President is expected to have:

- a proven track record in advancing the subject
- influence within the subject community
- a keen interest in the issues that the Division seeks to advance
- recognition as a leader
- experience of strategic thinking
- strong organisational skills
- skill and diplomacy in managing relations between stakeholders
- the highest standards of personal integrity and probity
- resilience in dealing with difficult problems and challenges

Time and commitment

In becoming a Division President, there is a commitment of five years in total. For the first year after election, the successful candidate serves as President Elect and is vice-chair of the Division Council. For the following, three years, the successful candidate becomes Division President. For the fifth year, the successful candidate becomes Immediate Past President of the Division and reverts back to vice-chair of the Division.

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

The Division President is expected to attend the following meetings:

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

Depending on whether or not, the responsibility is delegated to another Division Council Member, the Division President may need to attend the following meetings:

Member Communities Board	2	March October	London	1 day	Member
Division Awards Committee	1	February/March	Teleconference	up to 2 hours	Chair
Awards Working Group	2	March Summer	London	1 day	Member

Additionally the Division President is likely to be asked to

- attend to Division Council business between meetings;
- attend Division functions as its principal representative, e.g. award symposia, scientific meetings, launch events;
- represent the Division at meetings with influential stakeholders;
- advise Royal Society of Chemistry staff on Division-specific activities or key RSC projects ;
- take part in time-limited working groups or advisory groups related to specific tasks or activities.

Some of these responsibilities will depend on the President's availability and the President may delegate to an appropriate alternate.