

Trustee

Primary Responsibilities

A trustee is a member of the Board of Trustees, which is the governing body of the Royal Society of Chemistry.

Trustees are responsible and collectively liable for the government and control of the Royal Society of Chemistry and its property and affairs¹. They provide appropriate oversight, governance and leadership to the Royal Society of Chemistry in pursuit of its object and must always act in its best interests.

Trustees actively participate in decision-making processes and play a lead role in the development of the Royal Society of Chemistry's strategic aims, objectives and goals, in accordance with its Royal Charter, By-Laws and other legal and regulatory guidelines.

Trustees work in partnership with the executive to ensure that their decisions are acted upon and the Royal Society of Chemistry is managed responsibly. All trustees should recognise the difference between the role the Board of Trustees plays in governing, developing and agreeing the strategic direction of the Royal Society of Chemistry and that of the Leadership Team in applying the strategy to day-to-day operations.

Trustees act with reasonable care, skill and diligence, and take appropriate advice when necessary. They should demonstrate integrity, adopting values and creating a culture that helps advance the Royal Society of Chemistry's charitable purposes.

Trustees must ensure the Royal Society of Chemistry is accountable. They must comply with statutory reporting requirements and demonstrate appropriate accountability to members and the wider public.

Duties and wider responsibilities

All trustees are expected to:

- develop the strategy by which the Royal Society of Chemistry fulfils its charitable object;
- establish clear strategic objectives to deliver the agreed plans and regularly review performance against those objectives;
- hold the Chief Executive to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate;
- promote and develop the charity in order for it to grow and maintain its public benefit;

¹ RSC Royal Charter Article 5.

- contribute to constructive debate regarding the strategic development of the Royal Society of Chemistry and any significant issues it faces;
- safeguard the good name and promote the reputation of the Royal Society of Chemistry;
- build and maintain relations with members and stakeholder groups in order to progress the effective operation of the Royal Society of Chemistry's activities;
- ensure that actions approved by the Board of Trustees are implemented effectively, where appropriate, by the Chief Executive and the Leadership Team;
- establish effective communication with staff, members and other stakeholders;
- represent the Royal Society of Chemistry and advocate its achievements at functions, meetings and in the wider media, in line with agreed media position statements;
- set the tone for the Royal Society of Chemistry through leadership, behaviour and performance;
- ensure that the charity complies with its Royal Charter and By-laws, charity law and any other applicable legislation and regulations, where applicable;
- ensure the effective and efficient administration of the Royal Society of Chemistry and its resources;
- strive for good practice in governance;
- maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity;
- ensure that financial controls are robust;
- identify and assess risks and opportunities, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these;
- ensure that those working on behalf of the Royal Society of Chemistry, including third parties, abide by the standards which it sets and also by the relevant requirements of legislation;
- ensure an effective system for the recruitment, appointment and monitoring of the work and activities of the Chief Executive;
- promote the highest standards of corporate governance in compliance with the Charity Governance Code and other regulatory guidance;
- take appropriate professional advice in all matters where there may be a material risk to the charity or where trustees may be in breach of their duties;
- ensure the Royal Society of Chemistry promotes equality and diversity for all its stakeholders;
- uphold the highest standards of integrity and probity;
- participating fully in the work of the board, ensuring the collective responsibility of the Board of Trustees;
- attending and possibly chairing, committees and ad hoc meetings;
- participating in induction, training and other evaluation identified as an individual and as part of a board or committee;

- commit to board diversity, renewal and succession management in line with the By-laws and current good practice;
- undergo an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process; and
- maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the overriding legal obligations placed upon trustees.

Person specification

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

- dedication to the general advancement of chemical science and its application
- high level of understanding and interest in the issues that the Royal Society of Chemistry seeks to address/represent as a chartered professional body and registered charity
- commitment to the values and principles of the Royal Society of Chemistry
- strong business and financial acumen in either a commercial, academic, or civil society setting
- proven leadership skills
- experience of committee work
- highly developed interpersonal and communication skills
- strong organisational skills
- ability to understand complex strategic issues, analyse and resolve difficult problems
- sufficient time and commitment to fulfil the role
- sound, independent judgement, common sense and diplomacy
- high standards of personal integrity
- widely perceptive with an ability to comprehend issues and relationships between interested parties
- resilient in dealing with difficult problems and challenges
- clear understanding and acceptance of the legal duties, liabilities and responsibilities of trustees
- sound knowledge of good governance
- ability to listen to and welcome alternative opinions and experiences

Time and commitment

Being a Royal Society of Chemistry trustee requires significant time and commitment.

As a minimum, a trustee is expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Board of Trustees	4	January April July November	London x 3 Cambridge x 1	Span 2 days	Member
Annual General Meeting	1	July	London	1-2 hours	Attendee
Summer Party	1	July	London	1 day	Attendee

Trustees may be appointed to normally no more than one of the following boards or committees

Nominations Committee	2	March October	London	2 hours	Member
Audit and Risk Committee	3	February June October	London	4 hours	Member
Finance and Resources Board	4	February June November	London	4 hours	Member
Publishing Board	3	February June October	Cambridge x 2 London	4 hours	Member

Additionally a trustee may be asked to:

- represent the Royal Society of Chemistry at meetings with influential stakeholders, e.g. ministers, policymakers, business leaders;
- attend functions as the Royal Society of Chemistry's senior representative, e.g. award ceremonies, launch functions, other organisations' celebrations;
- meet with Royal Society of Chemistry staff in order to help progress key projects;
- go to member events to mix with members and gain insights and feedback (e.g. regional meetings, annual member conference);
- take part in a time limited working group or advisory sub-groupings of trustees.

The tenure of a trustee is 4 years, starting from the close of the Annual General Meeting, which is normally in July each year.

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.

* Committee members can alternatively choose to attend meetings by videoconference

Role Descriptor:

Board Member (Professional Standards)

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
Professional Standards Board meetings	2	September March	London*	1 day	Member

Additionally Professional Standard Board Members:

- receive occasional email communications regarding Professional Standards Board business that requires review and possibly a considered response;
- may be asked to:
 - serve on an investigating panel as specified in the Royal Society of Chemistry's Disciplinary Regulations;
 - 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 limit working group or advisory sub-groupings.

*Committee members can alternatively choose to attend meetings by videoconference

Role Descriptor:

Committee Member (Inclusion and Diversity)

Primary Responsibilities

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

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

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

Committee 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 committee's purpose, Committee Members are expected to:

- fulfil and develop the responsibilities described within the committee'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 committee activity;
- ensure good governance of the committee;
- 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 Committee 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 Committee
- 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 Committee Member is a three year term.

Committee Members are expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Inclusion and Diversity Committee meetings	3	October February June	London*	1 day	Member

Additionally Inclusion and Diversity Committee Members:

- receive occasional email communications regarding Inclusion and Diversity Committee 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.

* Committee members can alternatively choose to attend meetings by videoconference

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 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 staff 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.

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.