

## Role Descriptor:

# President

## Primary Responsibilities

The President is an elected officer of the Royal Society of Chemistry and the Chair of the Board of Trustees.

The President provides leadership to the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the Royal Society of Chemistry. The President plays an integral role in ensuring that appropriate decisions are correctly made including developing 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.

The President sets the conditions for the overall board and the individual effectiveness of trustees and establishes clear expectations concerning the Royal Society of Chemistry's culture, values and behaviour, leading the Board of Trustees in ensuring that these are embedded and enforced.

The President needs to work in partnership with the Chief Executive to ensure that trustee decisions are acted upon and the charity is managed responsibly. The President and Chief Executive should fully understand the difference between the role the Board of Trustees plays in governance, developing and agreeing the strategic direction of the Royal Society of Chemistry and that of the Leadership Team in applying that strategy to day-to-day operations.

## Duties and wider responsibilities

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

- instigate and facilitate discussions on the strategic development of the charity;
- provide clarity of vision to the Board of Trustees in fulfilling the Royal Society of Chemistry's charitable object;
- ensure that the Board of Trustees has agreed strategic priorities;
- work with the President Elect and Honorary Treasurer in the recruitment of the Chief Executive;
- provide guidance and support to the Chief Executive, where appropriate;
- support and appraise the performance of the Chief Executive;
- build and maintain close relations between the Royal Society of Chemistry's various communities and senior level stakeholders to deliver impact and advance the effective operation of charitable activities;
- preside at general meetings and control the order of the proceedings;

- represent the Royal Society of Chemistry as its most senior representative at functions, meetings and in the wider media, in line with agreed media position statements;
- uphold the Royal Society of Chemistry's values by example and ensure that the organisation promotes equality and diversity for all its stakeholders;
- lead trustee discussions on the manner in which the Royal Society of Chemistry continues to provide public benefit as a charity;
- facilitate effective board meetings, liaising with the Head of Governance and Chief Executive, where appropriate, with the drafting of agenda and supporting papers for trustee meetings and ensure that the business is covered efficiently and effectively in those meetings;
- encourage all trustees to contribute their skills, experience and opinions in order to ensure adequate scrutiny;
- create a board environment with strong working relationships, where challenge and scrutiny are welcomed;
- attend and chair committees and other ad hoc meetings as required;
- ensure, in liaison with the Head of Governance and Chief Executive, where appropriate, that appropriate procedures, processes and controls are in place and followed;
- maintain the trustees' commitment to board diversity, renewal and succession planning, in line with the Royal Charter, By-laws and/or current good practice;
- undertake evaluations of the performance of trustees and direct the Head of Governance to facilitate remedial action where required; and
- act between full meetings of the Board of Trustees in authorising actions to be taken under the powers of the Presidential office, e.g. banking transactions and legal documents in accordance with relevant mandates.

## Person specification

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

- Member, Fellow, or Honorary Fellow of the Royal Society of Chemistry
- distinguished reputation within the profession of chemistry
- outstanding contribution to the advancement of chemical science and its application
- influential, innovative and impactful in their practice of science
- 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
- a 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

- 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
- experience of committee work
- sound, independent judgement, common sense and diplomacy
- high standards of personal integrity and probity
- politically astute, with the ability to grasp relevant issues and understand 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

## Time and commitment

Being the Royal Society of Chemistry President and the foremost ambassador for the Royal Society of Chemistry requires significant time and commitment.

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

Meeting	No./yr	When	Where	Duration	Role
<b>Board of Trustees</b>	4	July November February April	London x 3 Cambridge x 1	Span 2 days	Chair
<b>Honorary Officers</b>	4	Normally precede Board of Trustees meetings	As above	1-2 hours	Chair
<b>Annual General Meeting</b>	1	July	London	1-2 hours	Chair
<b>Nominations Committee</b>	2	October March	London	2 hours	Chair
<b>Performance Management and Remuneration Committee</b>	2	November March	London	2-3 hours	Member
<b>Summer Party</b>	1	July	London	1 day	Host

Additionally the President is likely to be asked to:

- represent and speak up for 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 foremost ambassador, e.g. award ceremonies, launch functions, other organisations' celebrations;
- commit to UK and international travel in order to attend important external meetings or events;
- 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).

It should be noted that the successful candidate serves two years as President Elect before assuming the role of President. In terms of the role during this time, the Trustee Role Descriptor applies. In terms of meetings, the President Elect attends all of those listed above, with the exception of Nominations Committee, in the role as a 'Member'.

In total, the successful candidate will serve as a trustee for a term of four years; two years as President Elect from July 2022 to July 2024 and two years as President from July 2024 to July 2026.

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.

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\* 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.

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\*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.

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\* Committee members can alternatively choose to attend meetings by videoconference

Role Descriptor:

# Subject Community\* President

\*During 2020-2021, the RSC undertook a Review of RSC Divisions. The Review recommended that each Division be transitioned to a Subject Community. The 2022 Elections will be for members to join the newly formed Subject Community Councils which will be instituted by the AGM in July 2022. During the transition period the terms Division and Community will both be used.

## Primary Responsibilities

The primary function of the Subject Community Councils is to bring together leading Subject Community representatives (including representatives from relevant Interest Groups) to discuss pertinent issues and opportunities related to their field and how they might support the RSC to address these topics. The Subject Community Councils will proactively and reactively provide expertise and advice, acting as advocates for their subject within the RSC and to relevant external bodies as appropriate.

Subject Community President is an elected position on a Subject Community Council.

In addition to the primary responsibilities of all Subject Community Council Members, the Subject Community President provides leadership to the Subject Community and chairs Subject Community Council meetings.

The Subject Community President plays an integral role in ensuring that Subject Community Council meetings are focused on fulfilling the groups purpose and that decisions are made in accordance with the Subject Community Council's terms of reference and other governance documents.

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

## Duties and wider responsibilities

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

- bring clarity of vision to the Subject Community Council in fulfilling the Subject Community purpose;
- provide leadership on the development of the Subject Community strategy;
- preside at Subject Community Council meetings and control the order of the proceedings;
- promote transparency and openness in Subject Community 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 Subject Community as its most senior representative at functions, meetings and events, both within the Subject's member Community and externally;
- ensure by example that the Subject Community promotes equality and diversity for all its stakeholders;
- promote relationships with interest groups and across the whole Subject Community and seek effective collaboration for the wider benefit of the subject;
- chair the RSC Subject Prize Committee and represent the Subject Community on the Prize Committee, or delegate this responsibility to an appropriate alternate;
- represent the Subject Community on the Science and Innovation Leadership Forum;
- work closely with the relevant staff in the governance of the Subject Community and oversee the progress of its activity;
- facilitate effective Subject Community 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 Subject Community 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.

## Person specification

In addition to the characteristics, knowledge and experience specified for a Subject Community Council Member, the Subject Community 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 Subject Community 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 Subject Community 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 Subject Community Council. For the following, three years, the successful candidate becomes Subject Community President, followed by one year as Immediate Past President. Meetings will be a mix of virtual and in-person meetings to enable wide-ranging engagement with the members of the Council. For meetings held in person, they will typically be in London.

The Subject Community President is expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Subject Community Council Meetings	3	October Jan/Feb May tbc	Physical, virtual	3 hours	Chair

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

Science and Innovation Leadership Forum	2		Physical, virtual or hybrid		
RSC Subject Prize Committee	1	February/March	Virtual	up to 2 hours	Chair
RSC Prize Committee	2	March Summer	Physical, Virtual	1 day	Member

Additionally, the Subject Community President is likely to be asked to

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

#### For President of Analytical Science Community Council only

- may be expected to act a Trustee of the Analytical Chemistry Trust Fund

*This will be confirmed upon election following consultation with the Analytical Chemistry Trust Fund\*.*

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

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

Role Descriptor:

# Subject Community\* Council Member

\*During 2020-2021, the RSC undertook a Review of RSC Divisions. The Review recommended that each Division be transitioned to a Subject Community. The 2022 Elections will be for members to join the newly formed Subject Community Councils which will be instituted by the AGM in July 2022. During the transition period the terms Division and Community will both be used.

## Primary Responsibilities

The primary function of the Subject Community Councils is to bring together leading Subject Community representatives (including representatives from relevant Interest Groups) to discuss pertinent issues and opportunities related to their field and how they might support the RSC to address these topics. The Subject Community Councils will proactively and reactively provide expertise and advice, acting as advocates for their subject within the RSC and to relevant external bodies as appropriate.

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

Subject Community Council Members actively contribute to decision-making processes and play a major role in the development of the Subject Community strategy and activities, in accordance with its terms of reference and other governance documents.

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

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

## Duties and wider responsibilities

Subject Community Council Members are expected to:

- work with the Subject Community President to develop the strategy by which the Subject Community fulfils its purpose;
- provide scientific oversight, input to policy and review of activities in their Subject Community by identifying gaps, opportunities and potential collaborations as well as identifying priorities;
- ensure activities are relevant to their whole Subject Community demographic across both academia and industry;

- foster an inclusive approach to member communities by promoting equality and diversity;
- advise the RSC directly on issues and opportunities related to their subject, mainly via the Science and Innovation Leadership Forum, Member Communities Board and Professional Standards Board [e.g. funding, conferences, recognition, grants, subject/subfield communities, trends in their subfield];
- collaborate with other Subject Community Councils to identify areas of joint interest and influence the RSC's approach to these areas;
- identify and advocate for issues and opportunities that may span multiple subjects and go beyond the Subject Community Groups [e.g. education, careers, skills, public engagement, inclusion and diversity];
- provide links with external agencies, such as funders and regulators, on matters related to their subject;
- advocate for their subject within the RSC and externally, both nationally and internationally in education, industry, business and with the public;
- review the RSC offering for their subject area, considering long-term financial sustainability, including recommending new activity and areas to stop activity;
- ensure good governance of the Subject Community Council;
- assist on RSC Subject Prize Committees, as required;
- act as an ambassador for the Subject Community;
- safeguard the good name and further the reputation of the Subject Community and the Royal Society of Chemistry as a whole.

## Person specification

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

- a member (any category) of the Royal Society of Chemistry and subscribed to the respective Subject Community
- dedication to the general advancement of chemical science and its application
- specific interest and expertise in the subject matter and issues relevant to the Subject Community
- 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 Subject Community Council Member is a three-year term, starting from the close of the Annual General Meeting which is normally in July each year. Subject Community Council Members are expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Subject Community Council Meetings	3	October Jan/Feb May tbc	Physical, virtual	3 hours	Member

Meetings will be a mix of virtual and in-person meetings to enable wide-ranging engagement with the members of the Subject Community Council. For meetings held in person, they will typically be in London:

Additionally Subject Community Council Members:

- receive occasional email communications regarding Subject Community Council business and other activities of relevance to the subject, that requires review and possibly a considered response;
- are expected to participate in the Subject Community events as much as they can; and
- may be asked to:
  - represent the Subject Community on other Royal Society of Chemistry committees, e.g. Nominations Committee; RSC Subject Prize Committees;
  - represent the Subject Community at meetings with external stakeholders or at Subject Community 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.

For Elected Members of Analytical Science Community Council only

- may be invited by the Analytical Chemistry Trust Fund to become a Trustee of their charity.

*This will be confirmed upon election following consultation with the Analytical Chemistry Trust Fund\*.*

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