



Ready.  
Set.  
Chemistry.

Running a  
chemical society

---

**STUDENT HANDBOOK**  
rsc.org

---

Starting a student chemical society (ChemSoc) is so rewarding and shows real commitment to the chemical sciences. This handbook contains everything you need to run your own ChemSoc with the Royal Society of Chemistry.

## WHAT'S THE STUDENT CHEMICAL SOCIETY NETWORK?

It's a network that represents young chemical scientists for the Royal Society of Chemistry. The goal is to encourage communication between all branches, particularly other student ChemSocs, and the committees that run RSC local sections.

By registering your ChemSoc, you join the SCS Network. We then provide resources and advice, funding for lectures and larger events, and promotional materials.

### RSC support includes:

- resources and advice for running your ChemSoc
- funding for lectures, events and promotional materials
- connections to other ChemSocs, local sections and businesses

You can also share feedback with us to help shape the support we offer students.

Email [membership@rsc.org](mailto:membership@rsc.org)  
or call **+44 (0) 1223 432141**



## WHY HAVE A ChemSoc?

ChemSocs allow members to network internally with other members and have fun. Some have a social focus within their department, others have events that are scientific or career-themed. Most societies strike a balance between the two.

### How can the RSC help?

#### We can provide:

- grants of up to £50 or £100 to support lectures or other events
- grants of up to £250 to support a series of events
- help with advertising, and advice on running a successful ChemSoc
- Online visits from our team and links to events

### How do I join?

Just head to <https://www.rsc.org/membership-and-community/connect-with-others/through-us/scs-network/> and complete the online registration form. Don't forget to re-register your ChemSoc each year.

We'll keep your society up to date on RSC activities and you'll be eligible for funding and networking opportunities.

---

**ADVANCING CHEMISTRY.  
TOGETHER.**

---

# RUNNING YOUR COMMITTEE



The committee is the driving force behind your ChemSoc. The people in it need to be enthusiastic and passionate about the chemical sciences

## Committee members

They are either nominated and elected by ChemSoc members, or chosen by the existing committee. We can provide guides for positions such as president and treasurer.

## President or chair

Guides and motivates the committee, makes sure everyone contributes to discussions.

## Secretary

Well-organised, provides support when arranging meetings and events. Responsible for committee meeting agenda and minutes. They can appoint a minutes secretary for extra support.

## Treasurer

Someone with a good head for figures. Responsible for the finances and accounts, and for securing additional funding from potential ChemSoc sponsors.

## Year reps

A mix of well-known undergraduates and postgraduates. They relay messages to and from the committee.

## Royal Society of Chemistry contact

The link between your ChemSoc, the RSC and the SCS Network. They should be a good communicator, and:

- 1 keep in contact with other ChemSocs by requesting their contact details
- 2 liaise with RSC local section committees
- 3 promote the RSC's support, including membership and any visits we make to the uni
- 4 share information and news from the RSC with their university department
- 5 take charge of re-registering your ChemSoc each year

## University staff member

Gives your committee credibility and provides a link between your ChemSoc and the staff in your department.

You may also have a social rep, minutes secretary, sports rep, magazine editor, publicity rep and webmaster/designer.

# HOW DO I SET UP MEETINGS?

Meetings are a chance to communicate ideas and share information, and typically happen once a week or on a fortnightly basis

## The agenda

This structures your meetings and helps to make sure all items are covered. You should request items from your committee via email before each meeting.

### A typical agenda includes:

- meeting details (date, time, venue)
- reading out apologies from those who can't attend
- running through and approving the minutes from the previous meeting
- revisiting anything not covered/actions raised at the last meeting
- working through points received for this meeting
- any other business (AOB)
- time to agree date and venue for the next meeting

## Minutes

Your committee secretary should take notes (minutes) at each meeting, as a record and to keep everyone informed.

### They should:

- be brief, and written in the past tense
- include the meeting details (date, time, venue)
- list everyone present at the meeting, including their roles and any actions they need to complete
- list everyone who sent apologies

Minutes should be approved by the committee chair, then circulated to all committee members.

## Annual general meetings (AGM)

During these, you should confirm a RSC representative and register your new committee.



## WHAT FUNDING IS AVAILABLE?

The SCS Network can help you fund an event or lecture once your ChemSoc is registered.

Apply for funding online by emailing [membership@rsc.org](mailto:membership@rsc.org)

### Through our networks

To qualify for funding, your event name should include 'Royal Society of Chemistry', and promote chemistry and your ChemSoc. It should also help to recruit new members.

There are three tiers of funding, designed for events of different sizes, with specific criteria for each tier (see below).

### ChemSoc membership fees

Most of your funding comes from your membership fees. Annual fees are typically £3-£5, but the amount is up to you.

You could also ask for £10 'life membership' to cover the duration of someone's course. This could be three or four years, so allow for this in your annual budget to avoid a deficit later.

#### Tier 1: Up to £50

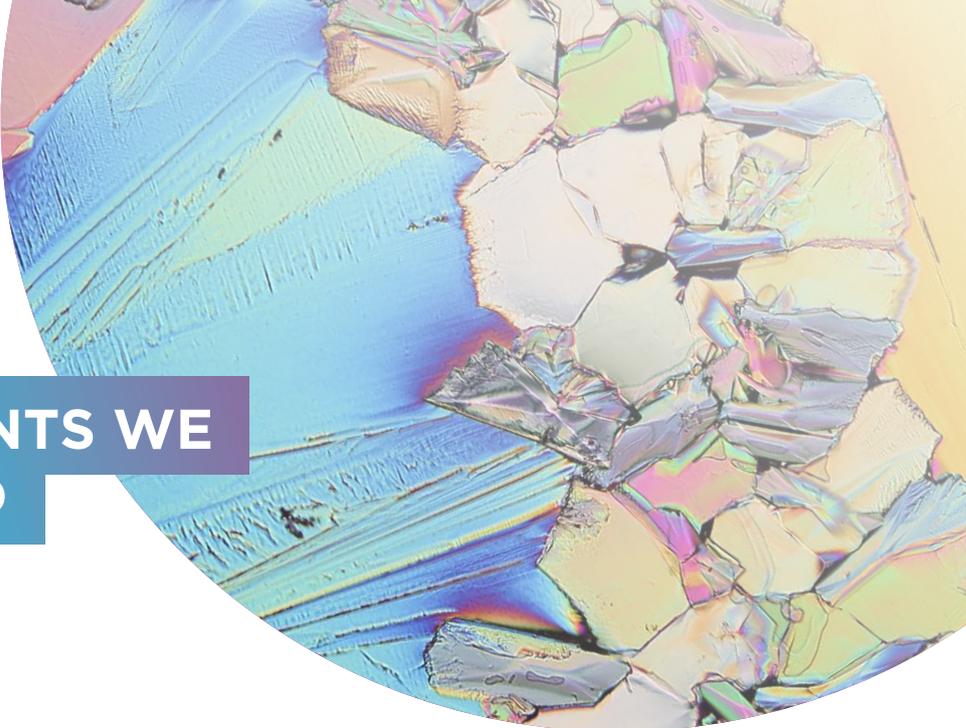
- Promote the RSC and your ChemSoc at your university
- A one-off event
- There should be the chance to network
- It could focus on outreach

#### Tier 2: Up to £100

- Promote the RSC and your ChemSoc at your university
- A one-off event
- There should be the chance to network
- Involve your local section
- Focus on careers, professional development or knowledge expansion

#### Tier 3: Up to £250

- Promote the RSC and your ChemSoc in your local area
- Involve your local section/ relevant RSC interest groups or subject communities
- A series of events
- Focus on careers, professional development or knowledge expansion
- Offer networking opportunities with other universities in your region



## ChemSoc EVENTS WE HAVE FUNDED

**£50**  
FOR A  
DEPARTMENT  
WELCOME

A welcome event that offered a chance for chemists joining the department to meet their peers, and attract new ChemSoc members.

---

**£100**  
FOR A CAREERS  
EVENT

Catering for an event that included CV and placement workshops, talks from recent alumni in the chemical sciences industry and networking with potential employers.

---

**£250**  
FOR A SERIES OF  
EVENTS WITHIN  
THE LOCAL  
COMMUNITY

Transport and development costs for outreach events at a local school and science museum, as well as room hire and catering costs for a careers fair.

## WHAT EVENTS CAN I HOST?

Events and activities are a great way for members to network while having fun. They can be a mixture of social and scientific, or career-themed events

### Our funding usually supports:

- University Challenge against other ChemSocs
- careers presentations from industry and academic representatives
- industry visits
- a chemistry show for school students
- a freshers' fair stand

We can also help fund events that include guest speakers. Your local section can help find and book a relevant expert, but organise this well in advance, as speakers book up fast. You also need to think about location, duration, who to invite and speaker expenses.

### Plan an event with a nearby ChemSoc

To request a connection, email [membership@rsc.org](mailto:membership@rsc.org).

### Recruit at your freshers' fair

A ChemSoc stand is always a good way to sign up students when they're feeling keen to get involved.

### These won't get funding, but are good options:

- Summer ball
- Christmas meal
- Charity event
- Theme park trip
- Summer BBQ
- Chemistry bingo
- Fancy dress party

### How do I publicise my ChemSoc and its events?

A good way is to link the ChemSoc website with your department's website. There are also social media channels like Facebook, Twitter and The Student Room.

You could also create posters and flyers, send emails to your department, or even do lecture and lab shout-outs.

# HOW DO I GET ChemSoc AND RSC SIGN-UPS?

## RSC membership provides students with support, opportunities and resources to enhance their time at university and find their path in chemistry

RSC membership means your members will be supported throughout their degree

### YEAR ONE

- Build and improve your CV, practice your interview technique and get help creating an elevator pitch with our Careers Toolkit.
- Get to know key topics through guides, videos and demos that act as knowledge refreshers and extra information for chemistry courses.
- Track achievements using RSC Pathfinder, making it easy to see developing skills that can be included in a CV.
- Make great savings, with discounts on textbooks, gym memberships and cinema tickets.

### Supporting your peers

**If you're keen to support members of your ChemSoc with extra benefits and resources, you can also encourage them to register for RSC membership.**

We offer career services, access to chemistry news and research, discounts on conferences and events, and much more.

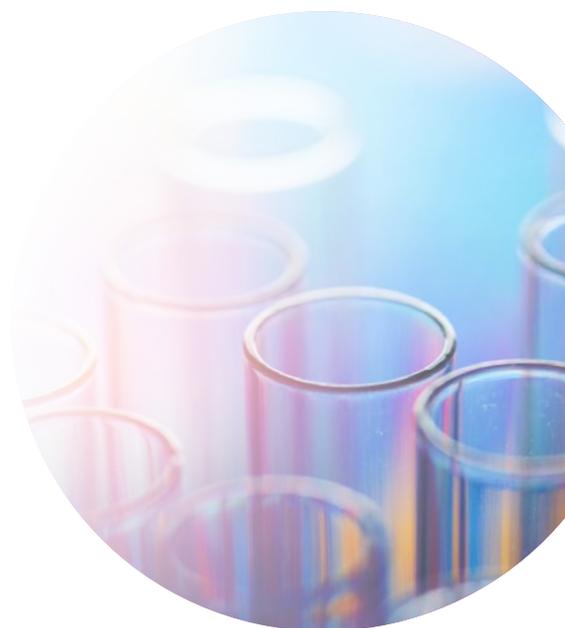
The RSC visits universities at various times of the year, but you can get in touch with us at any time by emailing [membership@rsc.org](mailto:membership@rsc.org)

### YEARS TWO & THREE

- Gather more knowledge with access to the latest news and research via *Chemistry World*, information-packed journals and our ChemSpider molecule database.
- Find new opportunities with help from our career resources, placement and internships board, and funding support for summer research placements.
- Meet the right people through subject communities designed to help develop your interests.

### YEAR FOUR

- Plan your future career by joining our ChemCareers webinars, which cover everything from CV tailoring to starting a company.
- Make new connections by joining interest groups and attending events that open doors to potential career paths.
- Feel supported with breathing space grants designed to help recent graduates while they look for their first job.



## HOW DOES THE SCS NETWORK FIT IN WITH OTHER RSC NETWORKS?

There are lots of RSC networks, subject communities and groups, all working to keep our global community connected and reaching their potential

### Local sections

Local sections are run by volunteers who direct events for members based in specific regions. There are 34 local sections in the UK and Ireland, and 23 more around the world.

We also have subject communities and interest groups, which bring together members with similar scientific and professional interests.

To find your closest local section, visit [rsc.li/sections](https://www.rsc.li/sections)

For more information about your local contacts, email [networks@rsc.org](mailto:networks@rsc.org)



**Don't forget  
to re-register  
your ChemSoc  
each year!**

## WE'RE HERE TO HELP YOU

We support and represent members from all over the world. We invest in educating future generations, partner with both industry and academia, and encourage collaboration and innovation. And we promote the talent, information and ideas that lead to great advances.

### Keep in touch

If you have any questions about the wide range of benefits you receive as a member, please get in touch.

Call **+44 (0)1223 432141**,  
email [membership@rsc.org](mailto:membership@rsc.org)  
or visit [rsc.li/members](https://www.rsc.li/members)

**ADVANCING CHEMISTRY. TOGETHER.**  
**RSC.LI/MEMBERS**





Thomas Graham House  
Science Park, Milton Road  
Cambridge CB4 0WF, UK  
T +44 (0)1223 420066

Burlington House  
Piccadilly, London  
W1J 0BA, UK  
T +44 (0)20 7437 8656

International offices

Beijing, China  
Shanghai, China  
Berlin, Germany  
Bangalore, India  
Tokyo, Japan  
Philadelphia, USA  
Washington, USA

[rsc.org](https://www.rsc.org)

---

**ADVANCING CHEMISTRY. TOGETHER.**  
**RSC.LI/MEMBERS**

---

Registered charity number: 207890  
© Royal Society of Chemistry 2024