Member network
Annual Reports
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In line with the rules for member networks, all member networks (Local Sections, Interest Groups and Division Regions) are asked to submit an Annual Report each year.

The Annual Report:

• lets us know about your committee’s meetings, activities and events over the year, and

• Is published to your website to show your members (and potential members) what you do each year.
Why do we need the Annual Reports?
To measure our reach and impact

Each year the RSC provides over £300,000 in grants across our member networks. The Annual Report enables us to measure and quantify this reach and impact, and to identify mechanisms of support for our member network committees.

We use the information you provide in these reports to:

• identify common themes where we can improve the support and resources provided to you
• demonstrate and report how our grants and networks are contributing to our charitable aims
• promote to existing and potential members the breadth and quality of our community-led activities
• identify practical challenges experienced by volunteer-led committees and any gaps in our offer to all our members
How do we measure this?

1. You provide information in your Annual Report forms
2. We extract the information
3. We collate the information and create an event digest to share with relevant staff, committees and councils
Older versions of the Annual Report form asked only for the event name and type, but the free text structure wasn’t ideal for data collection.

In 2018 we asked for audience information for the first time and used drop-down menus to ensure that responses were consistent.

Over the course of 2019 we have been building on these changes, looking to find a compromise between a form that is clear and easy to complete and a mechanism for us to collect and collate all of the information we need – thank you to everyone who provided feedback and support during this process!
The new form is online: rsc.li/annual-report-2019

The new form has four parts:

• Committee information
• Events that took place in 2019
• Member recognition
• Events planned for 2020

Each section has a cover page explaining what we’re asking and why
How to complete the 2019 Annual Report
Part 1: Committee information

In this section, we are asking:

- Committee members
- 2019 committee meetings
- 2019 AGM (optional)
- 2020 committee meetings

Committees do not need to hold an AGM, but if you did in 2019 we’d like to know about it.
Part 2: Events that took place in 2019

In this section, we are asking for the following information about each event:

- Event and audience type
- Audience size
- Health and safety section
- Inclusion and diversity section
- Additional information
Health and Safety

Hazards and risk must be considered, assessed and managed for all events run on behalf of the Royal Society of Chemistry; this includes activities organised by our member network committees. Member network Secretaries should ensure that appropriate risk assessments are completed for all events and activities.

Not only is it a strict legal requirement to effectively manage the risks created by such events, it is also necessary that we demonstrate the highest standards of professionalism at all our events, and in so doing, meet a duty of care towards everyone involved.

You can find more information about the following by clicking on the links:

- Risk assessment procedure
- Safeguarding
- Accident/incident reporting procedure

What type of risk assessment was necessary for this event?

- Green
- Blue
- Red

Every event needs to have the appropriate risk assessment completed – we need this information for auditing purposes.
2019 events: Inclusion and diversity (I&D)

Inclusion and Diversity

From 2020, the RSC will adopt the following recommendations for all events we organise or support:

- Improve the representation of diverse speakers, chairs and attendees in order to reach our target of one third women speakers, panel members and chairs, and one third women attendees at all events
- Include a diverse team of individuals in the organisation of any meeting, conference or event managed or supported by RSC to provide balance in decision-making and reduce risk of bias. Any sole meeting, conference or event organiser must consult with at least two others preferably with diverse backgrounds and experiences.
- Ensure that event registration is inclusive and considers all potential registrants
- Ensure that venues are accessible and consider all potential attendees in the organisation

We appreciate that it may not always be possible to achieve all of these conditions at member network events, however we would encourage all of our committees to consider these recommendations when planning events for 2020.

For 2019, we want to collect any inclusion and diversity data you might have recorded and to hear about what steps you took to be inclusive. In particular, we want to learn about any barriers you encountered to holding an inclusive event.

Did you encounter any particular barriers to holding an inclusive event?

- Yes - Please provide details below
- No
- Don’t know
2019 events: Additional information

Additional Information

If you would like to share any additional information from your event, you can submit up to five images, video, Microsoft Office or PDF files below. The maximum file size is 5 MB.

Did you know that you can submit event summaries and photos to the Networks team at any point throughout the year? We will work with the RSC News & Media team to get your event shared as a Community News piece on our website or in the membership magazine Voice.

Upload your files here:

Choose File

Description:

You can upload photos, videos or anything else you’d like to share here.
Part 2: Events that took place in 2019

Looking back at 2019

What was your best event of 2019 and why?

Supporting RSC activities

Across the RSC there is a wide variety of projects and activities that our member networks support. These include:

- providing volunteers for Outreach Fund funded projects,
- hosting or promoting special events such as the IUPAC Global Women’s Breakfast,
- inputting into policy position papers,
- suggesting speakers for RSC meetings, or
- inviting panelists for RSC panel discussions.

We want to take this opportunity to show the impact and value of our member networks.

Please let us know if your committee has gotten involved with or supported other RSC activities.

Did you have an event or activity that went really well last year? We want to know!

This information will help us to gauge the wider impact of our member networks.
Part 3: Member recognition

In this section, we are asking about the different ways you support, recognise or celebrated your members in 2019:

- Grants and bursaries
- Awards
- Member recognition
Part 4: Events that took place in 2020

In this section, we are asking the following information about any events you have planned for next year:

• Event type
• Audience type
• Date
• Additional information

Remember that any contracts for your events need to be signed by a member of RSC staff – email the Networks team with questions.
Finally…

Submit your report
If you are not ready to submit yet, remember that you can hit "Save and Continue" to save the survey and come back to it at a later date.

Report completed by: *

Your email address *

Submission date *

Please use this chance to provide any feedback you might have about the form!
Tips for completing the form

• Use the attached handouts to collect the information you need from event organisers

• You can click Save and Continue Later at any time, you’ll be emailed a link to bring you back

• You can scroll through the form and change your answers
  ↓ You cannot navigate using the back button on your browser
  ↑ You can add events, grants, etc., at a later date
Questions?

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