

Member Networks Annual Report 2019

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.

Please complete this form by **Monday 24 February 2020**.

This report has four parts:

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

You can save the report at any time and complete your responses at a later date by hitting the Save and Continue button below. Upon completion, you will receive an automatically generated pdf of your responses for your records.

Why do we need the Annual Report?

Each year the RSC provides over £300,000 in grants across our member networks, and through this volunteer-led activity this equates to a substantial amplification in our reach and impact aligned to the RSC's charitable purposes.

The Annual Report enables us to measure and quantify this reach and impact, and to identify mechanisms of support for our member network committees.

The information you provide in these reports is therefore used in the following ways:

- To identify common themes where we can improve the support and resources provided to you
- To demonstrate and report how our grants and networks are contributing to our charitable aims (such as in our trustees' report to the Charity Commission, to the Member Communities Board, or to potential funders and partners)
- To promote to existing and potential members the breadth and quality of our community-led activities
- To identify practical challenges experienced by volunteer-led committees and any gaps in our offer to all our members

Who will see the information in the Annual Report?

Your report will be uploaded to your webpage so that it can be shared with the members of your network.

Staff will also prepare a digest of all member network activities using information taken from all of the annual reports and share this with appropriate staff and governance boards and committees, including Division Councils.

Part 1: Committee Information

This is the first of four parts:

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

Please provide information about your committee, including information about your recent and upcoming committee meetings.

Committee Information

What type of member network are you submitting this report for? *

Which member network committee are you submitting this report for? *

Current Committee

Please provide the names of the officers on the XXX committee: *

Please provide the names of the XXX ordinary committee members.

2019 committee meeting dates

Please let us know about your 2019 committee meetings.

Please upload any minutes or outputs from your meetings in 2019.

Did you hold an Annual General Meeting in 2019? *

Annual General Meeting

Date

Venue

Was your AGM connected with a XXX event?

Number of attendees

Proposed 2020 committee meeting dates

Please let us know if you have already scheduled any of your committee meetings for 2020.

Part 2: Events that took place in 2019

This is part two of four:

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

In this section, please tell us about the events and activities of your committee during 2019. For each event, we will ask for the type of event, the target audience,

This information will be used 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 (such as in trustees' report to Charity Commission, to the Member Communities Board, to potential funders and partners);
- promote to existing and potential members the breadth and quality of our community-led activities; and
- identify practical challenges experienced by volunteer-led committees and any gaps in our offer to all our members.

We will collate the information we receive from all of the 2019 Annual Reports and share a summary with Member Networks Committee and Member Communities Board. We will also create a digest to share with member network committees.

Inclusion and Diversity

The RSC aspires to lead and provide good practice in inclusion and diversity (I&D), and to create a culture of inclusiveness for all members of our community.

In line with this aspiration, the RSC Inclusion and Diversity Committee, on behalf of the Board of Trustees, have introduced a **new Inclusion & Diversity Events Policy** making it a requirement for all RSC supported events to consider I&D in their planning and implementation. This will include all 2020 member network events.

For the 2019 Annual Report, we will ask you to provide any information you have about the diversity of your event, the steps you have taken to be inclusive, and any barriers you have encountered. Please note that we understand that you may not have complete diversity records for your past events, but any information you can provide will feed into our 2019 RSC Inclusion and Diversity Report.

Events that took place in 2019

Here we are asking for information about the type of events you organise and who these events are for; the Networks team will use the information you provide to develop resources to better support your committee.

Please provide information about the target audience for your event and the size and make up of the audience. For example, a Careers Hub at a university for early career members can be categorised as a "Networking Event" or "Training/ Workshop" for "Undergraduates", "Postgraduates", and "Early Career - Academia".

Note: An early career member is a member who identifies as being in the early stages of their career after completing their most recent degree - this does not include undergraduate students.

If you would like to know more about the make-up of your members, you can request a demographics report from [the Networks team](#).

Event Name *

Please indicate the target audience for your event. Please tick all that apply. *
Please indicate the type of event. Please tick all that apply. *

Start Date *
End Date

Number of attendees

Health and Safety

What type of [risk assessment](#) was necessary for this event? *
If red, was a [risk assessment declaration form](#) submitted for this event? *

Inclusion and Diversity

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

Please provide any additional information you might have about the diversity of your speakers/audience and the steps you have taken to be inclusive:

Additional Information

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

Is there anything else you would like to share about your event?

Looking back at 2019

What was your best event of 2019 and why?

Supporting RSC activities

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.

Please upload any supporting information.

You can upload up to five image, video, Microsoft Office or pdf files, each up to **5 MB** in size.

Part 3: Member Recognition

This is part three of four:

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

In this section, please tell us about the ways that you recognised and celebrated your members in 2019.

This could be by presenting certificates or gold badges for long-serving members, providing financial assistance or bursaries, or through formal awards and prizes; we are eager to learn about the different ways that you support your community.

Grants and Bursaries

Did your committee provide any financial support for your members in 2019? *

Grants and Bursaries

What type of financial assistance did your committee offer?

What was this funding to support?

Please provide us with some information about the award

Value of grant/bursary

No. applicants in 2019

No. grants awarded in 2019

Who was this grant or bursary for?

Awards

Did your committee award any prizes, awards or medals in 2019? *

Awards

What type of award did your committee offer?

What did this award recognise?

Please provide us with some information about the award

No. applicants in 2019

No. awarded in 2019

Who was this award aimed at?

Member recognition

Did your committee recognise or celebrate members in your network during 2019? *

Member recognition

How did you recognise or celebrate your members?

What were you recognising your members for?

How was this received? And will you do this again?

Part 4: Events proposed for 2020

This is part four of four:

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

In this section, please describe the events that you have planned for next year and beyond.

Events proposed for 2020

Event Name

Event Type

Target audience

Proposed Date

Additional information

Submit your report

Report completed by: *

Your email address *

Submission date: *

Please take this opportunity to provide additional comments or feedback to the Networks team.