# Request for e-alert – Call for committee members

We aim to send out calls for committee members as soon as possible, but please be aware that there may be a delay to ensure that we avoid clashing with any large marketing campaigns that may distract from your call.

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| Network requesting | *Name of Interest Group or Local Section* |
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| Recipients | *Members of the requesting network only* |
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| Subject line | Opportunity to get involved with <insert group name>, to support your community, to share your love of science and to develop professionally |
| Content | Dear “salutation”The *name of network* is looking for *number of vacancies* members who would like to join the committee and help organising events and activities.Membership of the committee is open to all members of the Royal Society of Chemistry regardless of membership category or previous experience. Staff are on hand to support our volunteers and to offer guidance and training as required. Membership of our member networks committees is a fantastic professional development opportunity. Many employers value this type of volunteering role and actively support staff involvement. As a committee we *outline your purpose and activities here*. Committee members *include approximate time commitment and duties for committee members here*. Committee members can claim expenses for committee activities and dialling in options can be provided for meetings to make it easier for members to attend and contribute. Members with caring responsibilities or who require additional assistance are encouraged to apply for the RSC’s [Grants for Carers](https://http:/rsc.li/grants-for-carers) and [Assistance Grants](https://rsc.li/assistance-grants) to enable them to attend meetings.Our current committee members enjoy the opportunity to give something back to the wider community and welcome the chance to influence and take part in organising our programme of activities. Please get in touch with the Networks team (networks@rsc.org) if you would like more information. If you would like to volunteer for the committee, please send a **short supporting statement** (200–250 words) to the Networks team by latest **XXX**. Once we have received all the nominations an election will be held if required.We are an inclusive organisation and we aim to ensure that our committees are representative of the breadth and diversity of our community. We welcome and strongly encourage all of our members, regardless of membership category, age, demographic or experience, to consider this opportunity.Kind regardsThe Networks Team |

Please complete the fields below and send the form to networks@rsc.org.

## Guidance

* We recommend that you describe the activities and scope of your network in a positive and inclusive way to encourage members to volunteer.
* The section highlighted in blue is standard to all emails of this type – it can be edited if necessary but the inclusion and diversity message must be included.
* The deadline for nominations **must** be at least **four weeks** after the date on which the message is sent to all members – this is in compliance with our rules.
* The Networks Team will organise an electronic ballot if necessary.
* E-alerts are sent out on the 1st and 3rd Thursday of each month, we aim to send out calls for committee members as soon as possible. Please allow at least **five working days** for processing a call for committee members.
* A call for committee members is not included in your 1 e-alert per month per member network.
* E-alerts have to be requested via the group secretary. In the event that we receive requests from other group members we will have to contact the secretary and ask for advice which may cause delays.

Please contact networks@rsc.org if you have any questions.