

#### Information for committee members

Our volunteers are at the heart of our community and the Networks Team are here to provide expert guidance and support our volunteers and member networks' committees.

Member Networks are part of the Royal Society of Chemistry (RSC) and as such, it's important that committee members are aware of the various rules and guidelines that are in place to ensure they are meeting legal requirements, best practice in charity governance, and to help to protect the reputation and interests of the RSC as well as individual members and Trustees involved.

The RSC Board of Trustees alongside the Chair of the respective committees are the Trustees of each network and as such have overall responsibility. RSC Board of Trustees delegate the governance of Member Networks to the Member Communities Board, who set and review the associated rules within which the member network committees must operate.

We appreciate that our volunteers give their time freely, so we try to ensure that all of the information you need for your role is easily accessible. Currently we store all of our resources for our member networks on our [useful forms and documents web page](#) but we have summarised the most important information in this document.

#### Purpose of our member networks

All of our member networks are run by committees of members in voluntary roles to support the RSC in its charitable aims. The purpose of our member networks is formally set out in their Trust Deed. This is the document that permits the committee to utilise Royal Society of Chemistry funds for the purpose set out in Clause 4 of the Deed.

#### For Interest Groups:

The fund and all associated income shall be held by the Trustees upon trust for the general advancement of chemical science in <the scope of the group> by the dissemination of knowledge .

#### For Local Sections:

The fund and all associated income shall be held by the Trustees upon trust for the purpose of carrying out, in the local area, activities that support the purpose the Society for the convenience of local members.

#### For Subject Community Regions:

Neither the Analytical nor Education Community Regions have Trust Deeds as they are sub-committees of their respective Subject Community Councils, and their purpose aligns to that of the subject community.

#### Support and guidance

In any instance where you or your committee are unsure about anything relating to your role as an RSC volunteer, please contact the Networks Team ([networks@rsc.org](mailto:networks@rsc.org)). We are here to support our volunteers and we are always happy to speak with our volunteers.

#### Rules for our member networks

To support our volunteers,

3	Management of the member networks
3.1	All committees must act in accordance with the <a href="#">Royal Charter and By-laws</a> of the Royal Society of Chemistry, the <a href="#">code of conduct</a> and these rules.
5	Committee terms of office
5.1	The Chair, Secretary and Treasurer of the committee must be elected by the committee from amongst members of the committee who are also members of the RSC. In the case of Interest Groups joint with other organisations members of those organisations may be elected.
5.2	The maximum term of such appointments should be for three or four years, at the committee's discretion, and under normal circumstances but via subsequent elections may be extended for a term.
5.4	Committee members should serve for a maximum of two consecutive terms of three or four years, at the committee's discretion, as ordinary members. In addition to these terms, in line with 5.1, committee members may be elected as Chair, Secretary or Treasurer.
5.5	A period of two years should elapse before members are eligible for re- election to the committee.
7	Finance and legal
7.1	The committee may set up a bank account in the name of the Trust Fund as defined in clause 1 of the relevant Deed (wh4 (e)-122 108.24 423t)-1haw7or,a.

8.3	Any events or activities organised by or associated with the committee targeted at engaging children and vulnerable adults must comply with the <a href="#">safeguarding policies and procedures</a> of the RSC.
8.4	All member and public events must be uploaded on the events database to ensure that all relevant members have access to the information.
8.5	In planning activities, the committee should consider whether there are other networks with which collaborations could be established in order to widen participation.
9	Public communication
9.1	Unless the subject relates solely to the day-to-day activities of the member network, neither the members of the network nor the committee shall authorise or countenance, or cause to be published or communicated any statement or other communication, either in the name of the RSC or the member network, without the prior knowledge and express permission of the RSC Media Team ( <a href="mailto:pressoffice@rsc.org">pressoffice@rsc.org</a> ).

Volunteer Principles, Code of Conduct and Problem Solving Policy

Volunteering is deeply embedded in the culture of the RSC and is vital to delivering our chartered objectives. Our [Volunteer Principles](#) recognise the importance of volunteers to the Royal Society of Chemistry. They set the standards

