

Role Descriptor:

Committee Member (Inclusion and Diversity)

Primary Responsibilities

Committee Members are responsible for ensuring that their committee is achieving its purpose, which is delegated to it by trustees within the governance framework.

Committee Members actively participate in decision-making processes and play a major role in the delivery of the committee's delegated responsibilities.

Committee Members work in partnership with Royal Society of Chemistry staff to ensure that their decisions are acted upon successfully and the committee's business is managed effectively.

Committee Members should demonstrate integrity, adopting values and creating a culture that helps advance the charitable object of the Royal Society of Chemistry.

Duties and wider responsibilities

In connection to the committee's purpose, Committee Members are expected to:

- fulfil and develop the responsibilities described within the committee's terms of reference;
- advise the Board of Trustees on relevant strategic developments;
- reflect on personal experiences and contribute considered analysis and insights into specific agenda items;
- promote equality and diversity;
- foster an inclusive approach for all committee activity;
- ensure good governance of the committee;
- understand the environment in which a learned and professional society operates;
- provide input into policy submissions/consultations, where appropriate;
- establish effective communication with staff and other stakeholders.

Person specification

The following characteristics, knowledge and experience (or commitment to gain them) are advantageous to the role of Committee Member:

- a member (any category) of the Royal Society of Chemistry
- dedication to the general advancement of chemical science and its application

- specific interest and expertise in relation to the remit of the Committee
- experience of committee work
- developed interpersonal and communication skills
- sufficient time and commitment to fulfil the role
- sound judgement with the ability to listen to and welcome alternative opinions and experiences
- commitment to the values and principles of the Royal Society of Chemistry

Time and commitment

The role of a Committee Member is a three year term.

Committee Members are expected to attend the following meetings:

Meeting	No./yr	When	Where	Duration	Role
Inclusion and Diversity Committee meetings	3	October February June	London*	1 day	Member

On occasions when the member is unable to attend in person, the opportunity to attend meetings by videoconference is available.

Additionally Inclusion and Diversity Committee Members:

- receive occasional email communications regarding Inclusion and Diversity Committee business that requires review and possibly a considered response;
- may be asked to:
 - attend one of the Royal Society of Chemistry's annual regional meetings;
 - meet with Royal Society of Chemistry staff in order to help progress key projects;
 - take part in a time limited working group or advisory sub-groupings.

* Committee members can alternatively choose to attend meetings by videoconference