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). 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,

8.3	Any events or activities organised by or associated with the committee targeted at engaging children and vulnerable adults must comply with the safeguarding policies and procedures 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 (pressoffice@rsc.org).

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 for the volunteer experience, and the responsibilities of both the RSC and volunteers to each other and we expect our volunteers to act in accordance with these principles.

Committee members are expected to adhere to the Royal Charter and Bylaws of the Royal Society of Chemistry, the code of conduct and the rules for member networks. Additional information about the purpose of our member networks and support and guidance available to committees can be found in the member networks handbook.

We know that sometimes there can be issues that arise for or with our volunteers and so this policy is available on our website. We hope that you don't experience any issues as an RSC volunteer or with any of our other volunteers but we want you to know that you can come to us at any time for guidance as referenced in the volunteer problem solving policy.

Role of committee Treasurers

For the purpose of RSC governance, we consider the positions of Chair, Secretary and Treasurer as the officer positions in our committees, and these roles come with specific responsibilities. Many of our committees create additional roles to share responsibility for different aspects of their activities.

Role	Treasurer
Purpose	The Treasurer is responsible for the financial responsibilities of the committee.
Key responsibilities	Maintains up to date accounts. Makes payments promptly. Prepares annual accounts and arranges an audit as necessary. Includes a meaningful breakdown of network costs in the annual report. Signatory on bank account.
Person specification	**Attributes** Responsible - taking responsibility for ensuring that the committee considers their budget during meetings and that their programme of activities remains within budget. Supportive - accepting support from all of the committee members and staff and being supportive of committee members in fulfilling their responsibilities. Organised - can ensure that the finances are in order and ready for audit.

Training and support

Support for Treasurers is available from our finance team by emailing networksfinance@rsc.org.

The Guidelines for Treasurers is available online.

Our rules and handbook give volunteers guidance on complying with our rules and advice on best practice in running their committee. Both are available online.

We have online training for new officers of our committees and any members considering taking on an officer role or any committee member wishing to understand more about the way our committees are run.