
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 Local Sections:

The fund and all associated income shall be held by the Trustees upon trust
are available online.

It is important that committee members familiarise themselves with the content covered in the full set of Rules and refer to them when needed. Additional support is available via the Networks Team.

Here we highlight some of the most important rules:

	All committees must act in accordance with the Royal Charter and By-laws of the Royal Society of Chemistry, the code of conduct and these rules.

The Chair, Secretary and Treasurer of the committee must be elected by the committee from

Any events or activities organised by or associated with the committee targeted at engaging

	<p>Responsible - taking responsibility for ensuring that the committee meetings are accurately recorded.</p> <p>Supportive - accepting support from all of the committee members and staff and being supportive of committee members in fulfilling their responsibilities.</p> <p>Organised - can ensure the committee has a suitable agenda and associated papers in advance of each meeting.</p> <p>Focused - ensures that minutes which accurately represent the meeting are disseminated as soon as possible after each meeting.</p> <p>Detailed - can ensure that all decisions are noted and that all actions agreed are assigned.</p> <p>Decisive - can ensure that the committee makes all necessary decisions in the meetings and that any necessary follow up discussions are agreed.</p> <p>Efficient - can ensure that the annual activity reports is submitted before the deadline.</p> <p>Integrity - to be the trusted leader and colleague of all committee members and to address any issues or concerns in an honest and open manner.</p> <p>Neutral - to be able to lead meetings in a neutral fashion regardless of professional or personal conflicts.</p> <p>Inclusive - to encourage an inclusive culture ensuring that all committee members are given equal opportunities to take part in meetings and running the programme.</p> <p>Open - to be open to new ideas, proposed changes to current processes or programmes and to actively seek input from new areas.</p>
	<p>Support for Secretaries is available from our networks team by emailing networks@rsc.org.</p> <p>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.</p> <p>We have online training 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.</p>

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| | <ul style="list-style-type: none">• Signatory on bank account. |
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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 auditki and readyinsbil iudi