

## GUIDANCE NOTES FOR MEMBERS CONSIDERING STANDING FOR ELECTION

### SCI Today

SCI is undergoing an exciting period of strategic review, from which it will emerge with a renewed sense of purpose, as a multi-disciplinary society, serving the diverse, yet interlinked, scientific sectors in the modern chemical industry.

Our strategy is to re-establish and extend our connections with industry, focusing on innovation and building an organisation which is better able to provide real value to new and existing members at all stages of their careers.

To achieve this, SCI needs the support and involvement of its active and dedicated members. If you feel you have relevant experience and a passion for promoting scientific innovation – and if you would be willing help SCI build its future in the space where science meets business – please do consider standing for election. The Board of Trustees is keen to ensure diversity of representation across gender, race and age.

### 2016 Elections

This year, elections are open for positions on all of SCI's Standing Committees, including the substantial role of Chair of FIAC.

Across all of the Standing Committee vacancies, it is expected that candidates will have experience of, or expertise relevant to the position for which they are standing. Some of these roles will be ideal for members with experience as a Group Officer and Members interested in joining the governance structure as part of their personal or professional development are also encouraged to apply.

All Advisory Committee members and Chairs work as an integral part of the SCI team and candidates should be ready to act as ambassadors and advocates for the Society.

The Board of Trustees appreciates the willingness of members to stand for election and, if successful, to devote time and effort to the governance of SCI. The Society is a dynamic organisation and candidates should be prepared to contribute as we develop new ways of working. This is a significant commitment and it is important for candidates to be clear on the obligations and expectations of particular roles.

## Obligations and Expectations

It goes without saying that all governance roles in SCI demand commitment and proactivity. In the case of the Board of Trustees, there are also some legal obligations and liabilities, which are similar to those of a company director.

The Charity Commission sets out six principles of good governance required from a Trustee and these are equally applicable to prospective members of SCI's Advisory Committees:

- Understand the role
- Deliver the mission
- Work as individuals and as a team
- Control effectively
- Behave with integrity
- Be open and accountable

Further details from the Charity Commission can be found *here*.

To help define the role and purpose of each part of SCI's governance structure a note detailing The Role of the SCI Board of Trustees and Terms of Reference for the Advisory Committees have been drawn up. Prospective candidates should take care to read and understand these.

## Applicants for Board of Trustees

Trustees are likely to have extensive knowledge of SCI and will need the relevant professional experience and personal qualities to be able to take on leadership and ambassadorial roles in the Society, including an enthusiasm to work as part of the SCI governance team and, of course, to act in the best interests of the Society.

## Applicants for Finance and Investments Advisory Committee (FIAC)

FIAC members should have some significant experience in one or more of FIAC's key areas of responsibility:

- Financial management (including budgeting and investment policy)
- Management of premises
- Information technology strategy and management

Applicants for the substantial role of Chair of FIAC will need a current understanding of reading financial accounts as well as knowledge of financial controls and procedures. The role is supported by SCI's professional financial advisors but would suit someone with financial experience or current involvement in a senior financial or management role in academia, industry or the charitable sector.

## Applicants for Membership Affairs Committee (MAC)

MAC members should have experience of volunteering in SCI. As a guide, MAC members are often very active in one or more of SCI's various Groups.

## Applicants for Publications Advisory Committee (PAC)

PAC members will commonly hold editorial roles with the SCI's portfolio of journals or have other professional experience in scientific publications and media.