

Call for new RSC network committee members process

Complete the call for committee form. Consider the number of vacancies and if you have specific roles to fulfil.

The call for committee email is sent to all members of the network encouraging submissions. Candidates do not have to be UK based to join Interest Group committees.
The deadline for nominations must be at least 4 weeks from the date of the email being sent.
You can also promote the call for committee via Twitter etc to increase the pool of candidates, but candidates must be current members of the RSC and the network to join the committee.

All candidates submit their nominations online. Candidates are asked their name, email address, job role, employer, why they want to join the committee, what skills and perspective will they bring and if they are interested in a specific role (if relevant). They must confirm they have read and understood the volunteer principles and are a current member of the RSC and the network
The information supplied by the candidates, excluding their email address, will be used on the ballot form if a ballot is required (they can choose not to include their employer on the ballot form).

After the deadline, staff will confirm that all candidates are members of the RSC and the network and are over the age of 18, and send the candidate names to the Secretary.
The committee review the names of the candidates (but cannot choose who to accept onto the committee) and the Secretary must respond within 2 weeks.

If the number of candidates exceeds the number of vacancies

The Networks Team will set up an online anonymous ballot, and email all members of the network to cast their vote(s). Members are given as many votes as the number of roles available.
The ballot will be open for 2 weeks.

After the ballot closes, the Networks Team informs the secretary of the results and the Secretary must respond within 2 weeks. The Networks Team then inform all candidates of the outcome.

If the number of candidates matches, or is close to, the number of vacancies

The committee will take on all candidates.
If, for example, four candidates applied for three roles the committee can take on all four candidates rather than hold a ballot.

Networks Team inform all candidates of the outcome.

If no candidates apply

Networks Team discusses with the Secretary about running another amended call for committee.

Recruiting for a new Chair, Treasurer or Secretary

Ideally a member from the existing committee should take on the Secretary, Chair or Treasurer role and inform the Networks Team. If no existing committee members volunteer for these roles, then complete the call for committee form and follow the process above.

Serving a second term

If a committee member has served a first term and wish to serve a second, they do not have to apply for their position again but inform the secretary who will tell the Networks Team.

Recruiting committee members at an AGM

Unless you are recruiting for a Chair, Treasurer or Secretary from the existing committee, you should not ask at the AGM for committee members. Instead, you should complete the call for committee form so all members of your network are made aware of the opportunity to join the committee.

This process is based on **Rule 6** in the [Rules for member networks](#)