

# Introduction to the 2024 Annual Report

A guide to the form and  
information collected

# What is the member network Annual Report?

The Annual Report is a **report on the activities of your committee** during the past year. In line with the [rules for member networks](#), all member networks are asked to submit an Annual Report to the Networks Team each year.

The RSC has over 130 volunteer-led member networks (Local Sections, Interest Groups and Division Regions). Each year the RSC provides over **£300,000 in grants** across our member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes. The Annual Report enables us to **measure and quantify this reach and impact**, in line with our legal obligation to report how we use charitable funds, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities. We also use the information you provide to **identify common challenges** so that we can develop bespoke training and resources for you and your committee.

With so many committees, it is essential for us to standardise the reporting process. The Annual Report form has been designed to be easy to complete, while also streamlining the collection and collation of the information you provide.

This form has five parts:

- [Committee information](#) – Information about past meetings and your **current** committee members
- [2024 Events](#) – Information about planned events in 2024
- [Community support](#) – Information about how you have supported your community
- [Member recognition](#) – Information about everything from formal prizes to informal thank yous
- [Future events](#) – Let us know about any events you are planning for 2025 and beyond

This guide has been created to help you complete the form.

# What's new on the 2024 form?

We've fixed some bugs, tidied up the form and made a few changes from the 2024, hopefully these will make the form easier to complete.

- **Diversity & Inclusivity**
  - Simplified the questions to ask what was considered when organising the event to promote I&D.
- **CCF Representative**
  - On request by the CCF Team, an additional question has been added to the “Committee” tab asking if you have a CCF coordinator and if so, who they are. This is only relevant for UK/Ireland Local Sections.
- **Clarifications**
  - Following your comments and feedback we have revised “how was your grant received?” question to make it clearer that we are looking for feedback from those who accessed the grant scheme not how it was physically provided e.g. over BACS.
- **Removed the button to submit minutes**
  - Minutes would be best sent as soon as the meeting has occurred, when they were all sent at the end of the year the actions were normally dealt with earlier.

# Frequently Asked Questions

## **I don't have Excel, how do I open or edit the form?**

The form can be opened and edited using OpenOffice or LibreOffice. Both work well on Windows, Linux or Mac devices and are available for free. You can set up a free OneDrive account and edit the form using the web-browser access. This also works on a Mac and on an iPad using the free app in the App Store (the Excel app is not free for an iPad larger than 10.1”).

Apple Numbers will work but it automatically converts the form into a Numbers file, thereby removing all protections and affecting the formatting, so the form will look different from the screenshots in this guide. You will also need to export the file to the .xls/.xlsx format.

## **We have no events to report**

That's ok! Please complete the [Committee information](#) section and return the report. You can also include comments and feedback to us in the form or [via email](#) if you think there are ways we can help your committee.

## **I've found a bug!**

Please email [networks@rsc.org](mailto:networks@rsc.org) and we can fix and send back to you, update the master downloadable file on the website and share the update with other network committees.

## **Why do we need to do this?**

The Annual Report enables us to measure and quantify the reach and impact of our member networks, in line with **our legal obligation to report how we use charitable funds**. As such, under the [rules for member networks](#), we **require a report from all member network committees each year** before we can release your committee's annual grant.

# Cover page

What will you see when  
you open the 2024 Annual  
Report form?

The first page is the **Cover page**. This outlines the justification for and structure of the form – each part is a different page in the spreadsheet

## Member Networks Annual Report 2024

### What is the Annual Report?

The Annual Report is a **report on the activities of the network** during the past year. In line with the rules for member networks, all member networks are asked to submit an Annual Report to the Networks team each year.

### Why do we need the Annual Report?

There are over 130 volunteer-led RSC member networks (Local Sections, Interest Groups and Regions). The Annual Report enables us to **measure and quantify the reach and impact** of these member networks.

### What do we do with the information?

We use the information you provide to identify common challenges so that we can **develop bespoke training and resources** for you and your committee.

### Why are we asking you to complete this form?

With so many networks, it is essential for us to standardise the reporting process. This form has been designed to be easy to complete, while also streamlining the collection and collation of the information you provide.

This form has five parts:

- **Committee information**  
Information about past meetings and your current committee members
- **2024 Events**  
Information about planned events in 2024
- **Community support**  
Information about how you have supported your community, e.g. through grants or bursaries, or by sponsoring grass-roots events, etc.
- **Member recognition**  
Information about everything from formal prizes to informal thank yous
- **Future events**  
Let us know about any events you are planning for 2025 and beyond

[Please use this checklist to ensure that each section has been completed.](#)

Please complete this form by **Friday 31 January 2025**.

You can navigate the form by clicking on the relevant **links** or clicking on the appropriate **tab** at the bottom – just like any other spreadsheet



# Checklist

The **Checklist** page is to help you track your progress in the 2024 Annual Report

The **Checklist** page will update as you fill in the form – remember to go over it before **submitting your report.**

You can click on the links to go to the relevant section to provide additional information.

Please remember to include the name of your network – this will help us connect exported data with the correct committee!

## Annual Report 2024 - Checklist

Which committee are you completing the report for?

Member network	<input type="text"/>	Please complete
Network type	<input type="text"/>	Please complete

**Committee information**

[Add information about your current committee members and 2024 meetings on the Committee page](#)

<a href="#">Chair</a>	Please provide details for the Chair
<a href="#">Secretary</a>	Please provide details for the Secretary
<a href="#">Treasurer</a>	Please provide details for the Treasurer

You have provided information for 0 ordinary committee members  
You have provided information for 0 committee meetings

**2024 Events**

You have provided partial information for 0 2024 events  
You have provided complete information for 0 events in 2024

Click on the event number to edit or complete the corresponding entry on the 2024 Events tab.  
These rows will update to "Complete" when you have provided all of the necessary event information.

<a href="#">Event 1</a>	No information provided
<a href="#">Event 2</a>	No information provided
<a href="#">Event 3</a>	No information provided
<a href="#">Event 4</a>	No information provided
<a href="#">Event 5</a>	No information provided
<a href="#">Event 6</a>	No information provided
<a href="#">Event 7</a>	No information provided
<a href="#">Event 8</a>	No information provided
<a href="#">Event 9</a>	No information provided
<a href="#">Event 10</a>	No information provided
<a href="#">Event 11</a>	No information provided
<a href="#">Event 12</a>	No information provided
<a href="#">Event 13</a>	No information provided
<a href="#">Event 14</a>	No information provided
<a href="#">Event 15</a>	No information provided

The parts we need you to complete will be highlighted with **bold red text**

▶Cover pageChecklistCommittee2024 EventsCommunity supportMember recognitionFuture events



# Committee

What information are we asking for on the **Committee** page?



Role (e.g. PhD rep, OCM)	Full name	Membership number	Term of Office (e.g. 2018 - 2023)
Chair	Sheena	123456	2020-2023
Secretary	Fiona	34567	2021-2024
Treasurer	Debbie	34567	2022-2025
Industry Rep	Kat	456789	2023-2026
PhD Rep	Heather	567891	2012-2014
Member	Claire	678912	2023-2026

The **Checklist** page will update as you enter information on the **Committee** page

**Committee information**

[Add information about your current committee members and 2023 meetings on the Committee page](#)

[Chair](#) Sheena  
[Secretary](#) Fiona  
[Treasurer](#) Debbie

You have provided information for 3 ordinary committee members  
 You have provided information for 1 committee meetings

	Date	Venue/ platform
Meeting 1	01/01/2023	Zoom
Meeting 2		
Meeting 3		

# 2024 Events

How to complete the  
**2024 Events** page

# The 2024 Events page is for all events your committee planned for 2024.

## If you sponsored or supported an event, this goes in the [Community support](#) section.

This section is for all events planned or hosted by the committee during 2024. The questions are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable". Please include events sponsored by the committee on the Community support page.

### Event 1

Once complete, scroll down to add your next event

#### Event Information

Event name	<input type="text"/>
Venue / Platform	<input type="text"/>
Event organiser	<input type="text"/>
Format	<input type="text"/>
Was this event previously postponed or cancelled due to the pandemic?	<input type="text"/>
Was this event repeated or part of a series in 2024 (e.g., TOTB heats, webinar series)? Use this space if you would like to report repeated 2024 events as one entry	<input type="text"/>
Start date	<input type="text"/>
End date	<input type="text"/>
Event type	<input type="text"/>
Secondary event type (optional)	<input type="text"/>
Audience type	<input type="text"/>
Secondary audience type (optional)	<input type="text"/>
Number of attendees (approx.)	<input type="text"/>
Number of whom were RSC members (approx.)	<input type="text"/>
Which subject community would your event best align with? Was it a cross-cutting multidisciplinary activity, or would it appeal to a general audience?	<input type="text"/>
Analytical Science Community	<input type="text"/>
Chemistry Biology Interface Community	<input type="text"/>
Dalton Community (Inorganic Chemistry)	<input type="text"/>
Education Community	<input type="text"/>
Environment, Sustainability and Energy Community	<input type="text"/>
Faraday Community for Physical Chemistry	<input type="text"/>

Incomplete

Information needed  
Information needed  
Information needed  
Information needed

Information needed

Information needed  
Information needed

Information needed  
Optional

Information needed  
Optional

Information needed  
Information needed

Information needed

#### Supporting information

##### Why do we need the Annual Report?

Each year the RSC provides over £300,000 in grants across our volunteer-led member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes. The Annual Report enables us to measure and quantify this reach and impact, in line with our legal obligation to report how we use charitable funds, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities.

Please capture all events planned and organised by the committee here and events sponsored by the committee on the *Community support* page.

[Add sponsorship information in the Community Support section](#)

We ask for information about your event and target audience to identify gaps in our offering to our members and the broader community, and common themes where we can improve the support and resources for our member network committees. We also want to know the approximate makeup of your audience in terms of members and non-members to help us identify the value of our member networks – this information will inform our membership retention and recruitment strategy.

In July 2022 the RSC Divisions became the RSC Subject Communities. Our subject communities will bring together members from different sectors, career stages, disciplines, and locations with similar scientific and professional interests to advance their subject areas. These communities collaborate with our interest groups and other disciplines to develop and deliver activities; they enable our members to gain overview of activities in their subject area, including relevant activities run by our interest groups, and support collaboration and innovation.

The **Supporting information** provides background and context for the questions.

Here you'll also find links to the [contract review process](#), our [risk assessment](#) and [safeguarding policies](#), and [inclusion & diversity resources](#).

This section is for all events planned or hosted by the committee during 2024. The questions are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable". Please include events sponsored by the committee on the Community support page.

Event 1  
Once complete, scroll down to add your next event

### Event Information

Event name	
Venue / Platform	
Event organiser	
Format	
Was this event previously postponed or cancelled due to the pandemic?	
Was this event repeated or part of a series in 2024 (e.g., TOTB heats, webinar series)? Use this space if you would like to report repeated 2024 events as one entry	
Start date	
End date	
Event type	
Secondary event type (optional)	
Audience type	
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Number of whom were RSC members (approx.)	
Which subject community would your event best align with? Was it a cross-cutting multidisciplinary activity, or would it appeal to a general audience?	
Analytical Science Community	
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Education Community	
Environment, Sustainability and Energy Community	
Faraday Community for Physical Chemistry	

Incomplete

Information needed  
Information needed  
Information needed  
Information needed

Information needed

Information needed  
Information needed

Information needed  
Optional

Information needed  
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Information needed  
Information needed

Information needed

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Cover page

Checklist

Committee

2024 Events

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Future events



As you fill in information for your event “**Information needed**” will disappear. Once you’ve provided the necessary information, the event will be marked as “**Complete**”. If the questions are not relevant to your event, that’s ok! You can answer “NA”.

This section is for all events planned or hosted by the committee during 2024. The questions are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with “NA” or “Not Applicable”. Please include events sponsored by the committee on the Community support page.

Event 1  
Once complete, scroll down to add your next event

### Event Information

Event name	
Venue / Platform	
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End date	
Event type	
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Audience type	
Secondary audience type (optional)	
Number of attendees (approx.)	
Number of whom were RSC members (approx.)	
Which subject community would your event best align with? Was it a cross-cutting multidisciplinary activity, or would it appeal to a general audience?	
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Incomplete

Information needed  
Information needed  
Information needed  
Information needed

Information needed

Information needed  
Information needed

Information needed  
Optional

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Information needed

Information needed

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Please capture **all events planned and organised by the committee** here and events sponsored by the committee on the *Community support* page.

[Add sponsorship information in the Community Support section](#)

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# What to include as **Additional information**

We would love to see any **quantitative or qualitative information** you have to demonstrate the impact of your event or activity. This might include general data such as top level statistics from feedback surveys, or something more specific such as quotes from attendees or collaborations that resulted from the event. We will use this information to **show the value of member network events** to our community.

You can also share links to surveys, social media posts, blog articles, etc., here.

## **Additional information**

If you would like to provide additional information about your event (e.g. statistics or quotes from feedback surveys, outcomes from the event, links to social media posts or blog article, etc.), please include it here.



# What are we asking in Finance & Legal?

We are checking to make sure that all events have been through the appropriate financial and legal review processes.

Any event with a **budget over £15,000** requires MCB approval. All contracts must be reviewed by the RSC Legal Team and signed by a member of staff – committee members **must not** sign contracts or agreements.

## Finance & Legal

What was the approx. projected budget for this event?

Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Was the contract reviewed by the RSC Legal team?

Did your committee offer any grants or financial support to attendees for this event?

Did you collaborate or seek sponsorship for this event?

Yes
No

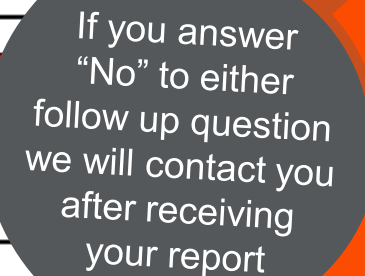
If you answer "No" to the follow up question about contracts we will contact you after receiving your report

# What are we asking in Health & Safety?

We are checking that all hazards and risks have been assessed for member network events; **this is a legal requirement.**

All events must comply with [our risk assessment policy](#). An online event without children does not require a blue, green or red risk assessment, however **all** events with children (physical or online) require a risk assessment. Any event with children must comply with our [safeguarding policies](#) (in line with rule 8.3 of the [member network rules](#)).

Health and Safety	
Which Risk Assessment was completed for this event? <a href="#">Did you submit a declaration form for your red risk assessment?</a>	<input type="radio"/> Red <input checked="" type="radio"/> No
Did your audience include children? <a href="#">Did your event comply with Rule 8.3 of the member network rules?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please provide any relevant additional health & safety information for your event	<input type="text"/>



If you answer "No" to either follow up question we will contact you after receiving your report

# What are we asking in Inclusion & Diversity?

We have a responsibility to **promote inclusivity and accessibility in all of our activities** in order to improve diversity. There should be a diverse team of individuals in the organisation of any event managed or supported by RSC member networks to provide balance in decision-making and reduce risk of bias.


We define diversity broadly, including sex, gender, race, career path and stage, communication style, education, experience, first language, geography, job sector and socioeconomic status. We set targets rather than quotas across our activities and we reach such targets through **positive action rather than positive discrimination**.

Our Global Inclusion Team have created [resources for promoting inclusion and diversity](#) and can support and advise your committee on collecting information on the diversity of your speakers and delegates, where relevant.

## Inclusion & Diversity

What did you consider when organising the event to promote inclusion and diversity?

Did you encounter any particular barriers when organising an inclusive event?



Not all of these questions will be relevant to every event. If the question is not relevant to your event, please answer "NA" or "Not applicable"

## Event 1

Once complete, scroll down to add your next event

### Event Information

Event name

Venue / Platform

Event organiser

Format

Was this event previously postponed or cancelled due to the pandemic?

Annual Conference

Burlington House

Committee

Physical

Incomplete

Information needed

### 2024 Events

You have provided partial information for 1 2024 events

You have provided complete information for 0 events in 2024

Click on the event number to edit or complete the corresponding entry on the 2024 Events tab.  
These rows will update to "Complete" when you have provided all of the necessary event information.

[Event 1](#)

[Event 2](#)

Annual Conference - Information still needed

No information provided

The **Checklist** will update as you enter information for your events

### 2024 Events

You have provided partial information for 0 2024 events

You have provided complete information for 1 events in 2024

Click on the event number to edit or complete the corresponding entry on the 2024 Events tab.  
These rows will update to "Complete" when you have provided all of the necessary event information.

[Event 1](#)

[Event 2](#)

Annual Conference - Complete

No information provided



# Community support

How to complete the  
**Community support** page

Use the **Community support** section to capture the different ways to you have supported your community – through grants, sponsoring or supporting grass-roots events, or some other mechanism.

Please use this page to tell us about any examples of how you have supported your community, through grants, bursaries, sponsoring grass-roots events, etc.

Community support 1 - Once complete, scroll down to add another example

What type of support or assistance did your committee offer?

- Bursary
- Educational Grant
- Event grant
- Prize
- School Grant
- Sponsorship
- Travel Grant
- Other

What type of support or assistance did your committee offer? Travel Grant

What was the value of the grant?

Who was this grant for?

What was this funding to support?

What type of support or assistance did your committee offer? Please specify what type of support you offered

How much funding did you provide, if any?

Who was this support aimed at?

What was this support for?

Select the type of support your committee offered and answer the questions that appear.

What type of support or assistance did your committee offer?

Travel Grant

What was the value of the grant?

Who was this grant for?

What was this funding to support?

Please can you provide the following information:

No. applicants

No. grants awarded

### Community support

[Add information about the different support mechanisms your committee offered on the Community Support page](#)

Your committee awarded 2 grants in 2024

Your committee sponsored 2 events in 2024

Your committee supported your community in 1 other ways in 2024

What type of support or assistance did your committee offer?

Please specify what type of support you offered

Other

How much funding did you provide, if any?

Who was this support aimed at?

What was this support for?

If this was a competitive process, please can you provide the following information:

No. applicants

No. awarded

The **Checklist** will automatically update as you enter information on the **Community support** page



# Member recognition

How to complete the  
**Member recognition** page

The **Member recognition** page is to record the ways that you have recognised, appreciated or celebrated the contributions and achievements of your members.

This page works just like the **Community support** page – choose the type of recognition you offered and the questions will appear.

Please use this page to provide information about any examples of how you recognised or celebrated your members - anything from formal prizes and awards to informal thank yous

[Read the outcomes of our recent review of the RSC Prizes and Awards at rsc.li/re-thinking-recognition](https://www.rsc.li/re-thinking-recognition)

Member Recognition 1 - Complete the information below and scroll down to add another example

What type of recognition did your committee offer?

Academic prize  
Award  
Certificate  
Lectureship  
Long service award (e.g. commemorative plate)  
Medal  
Member award (e.g. gold badge)  
Oral presentation prize

Member Recognition 1 - Complete the information below and scroll down to add another example

**What type of recognition did your committee offer?**  
If this is a named award, please provide the name here

Award

What did this recognise?

Who was this award aimed at?

No. awarded in 2024  
No. nominees in 2024

What was the general response to the award?

Will you do this again?

Please supply any additional information or comments here

The **Checklist** will automatically update as you enter information on the **Member recognition** page

**Member Recognition**

[Add information about how your committee recognised your members on the Member Recognition page](#)

You recognised your members with 2 prizes and awards in 2024  
You celebrated your members through 1 alternative recognition mechanisms in 2024

Member Recognition 3 - Complete the information below and scroll down to add another example

**What type of recognition did your committee offer?**  
What type of award did you offer?

Long service award (e.g. commemorative plate)

How did you present this award?

How many did you award?

What was the general response to the award?

Will you do this again?

Please supply any additional information or comments here

# Future events

How to complete the  
**Future Events** page

Please provide any information you have for your upcoming event(s).

If you enter an expected budget  $\geq$ £15,000 or indicate that you expect a contract for your event the response will be highlighted in red – please **contact the Networks Team** as soon as possible so that we can ensure your event goes through the appropriate review process.

Please use this page to provide whatever information you have about any events your committee are planning from 1 January 2024. Please include events postponed due to the Covid-19 pandemic.

Future Event 1 - Complete the information below and scroll down to add another example

Event name	Annual Conference
Venue / Platform	Burlington House/Zoom
Event organiser	Heather Bell
Start date	01/02/2024
End date	02/01/2024
Proposed event format	Hybrid
Comments (optional)	
What will this event be? Please select the most relevant option.	Scientific Meeting or Conference
Who is this event for? Please select the most relevant option.	RSC Members
Will your event be targeted towards children?	No
No. expected attendees (approx.)	50
Comments (optional)	Limited to 50 physical participants, we hope to see many more joining online.
What is the expected budget for this event?	£ 15,000.00
Will there be any contracts associated with this event?	Yes
<a href="#">If your answer to either of these questions appears as red text, please contact the Networks Team for guidance</a>	
Please provide any additional information about the steps you plan to take to host an inclusive event (e.g. accessible venue, travel grants, BSL interpreter, etc.)	Online event will be accessible to all and will have cloase captions. Venue as hearing loop and can cater for dietary issues.

**Future Events**

[Add information about any upcoming events your committee is planning on the Future Events page](#)

You have provided information for 2 future events

As you enter information about your future events the **Checklist** will update



# Final steps

What should you do before  
you submit your report?

# Review your progress

Share the form with your committee and use the **Checklist** to make sure you've added everything – you can click on the links to go to the relevant section and check.



# Looking back at 2024...

Consider what aspect of 2024 you would like to highlight as a success or learning experience and let us know – sometimes this can be the most valuable part of the report!

When you're ready, "sign" and date the report and submit it by **Friday 31 January 2025**.

## Looking back

Please provide any information or feedback which you have received that you think demonstrates the positive impact of your committee and its activities:

Please complete

Please describe any ongoing effects of the pandemic on your committee:

Please complete

Please type your name to confirm that the information is correct

Submitted by:

Please complete

Date submitted:

Please complete



# Questions?

If you have any questions or comments please share them with the [Networks Team](#)

