



## **IChemE special interest group and members group committees**

The activities of each group are driven by a committee of volunteer members. Voluntary effort and contribution on the part of the membership is central to IChemE's operations. The success of any group depends upon the energy, enthusiasm and effectiveness of these individuals. Involvement in the activities and ongoing development of IChemE brings the benefits of professional and social networking, and opportunities to develop personal skills and gain experience working with fellow IChemE members.

The committee, which is elected at the group's annual general meeting, consists of three officers – the chair, secretary and treasurer – and a flexible number of ordinary members. (Some groups also elect a vice-chair, to stand in on occasions when the chair is unavailable, and perhaps as 'understudy' in preparation for a future role as chair.) Committee members may be assigned, at the discretion of the chair and as appropriate to the activity programme of the group, to one or more of the following roles: event organiser; webmaster; newsletter editor; email campaign manager; student representative. Every group must assign a webmaster, email campaign manager, data coordinator, LinkedIn manager and mentor coordinator (these can all be the same person); all of these roles have separate terms to adhere to. Where possible, special interest groups are also encouraged to identify a spokesperson able to speak to the media or others, often at short notice, as a practising chemical engineer (not, however, as a representative of IChemE corporately, unless this is first agreed with an IChemE Director).

IChemE's By-laws require all members to order their conduct as to uphold the dignity and reputation of the Institution and the profession, and to safeguard the public interest in matters of safety, health and otherwise. Although group officers are not themselves Trustees of IChemE as a charitable body, they should nevertheless be broadly aware of the requirements associated with charitable status and take care to comply with them, so that IChemE itself is not in breach of its obligations. For the same reason, use of funds should be properly budgeted and recorded with the approval of IChemE staff on behalf of Council, and unnecessary expenditure avoided, so that the Trustees can be assured that charitable requirements are met.

### **Chair of an IChemE group – role description**

The chair – the driving force behind the group – requires strong leadership qualities, and a clear vision of the group's objectives and future direction. The role of the chair is to lead the committee in organising a programme of events that enhances the value of IChemE membership, and in encouraging new members to participate.

The engagement of students and recent graduates is crucial to IChemE's future success. The chair has an important role to play in supporting and mentoring younger committee members, who may in future go on to hold positions of greater responsibility, thus ensuring the sustainability of the group.

Members who are new to IChemE activities – especially students and recent graduates – may feel shy or nervous when first participating, whether as a committee member or as a delegate at an event. If they are to continue to participate, it is imperative that they are encouraged and made to feel that their attendance is valued. It is the responsibility of the chair to present the group as an open and friendly 'club' where members of all ages and grades are welcomed, and to impress upon other committee members to do the same.

The chair needs particular personal skills to ensure the smooth running and successful completion of meetings – discipline in keeping the meeting running to time and in accordance with the agenda; fair-mindedness and receptiveness to allow all opinions to be aired and given equal consideration; firmness

in dealing with problems; an ability to summarise the discussion, the actions agreed, and the timeframe for their completion.

If the chair is experiencing any difficulty – for example, in finding suitable new recruits for the committee – then the problem should be referred to either the chair of Regional Forum or Special Interest Group Forum, or to a member of staff. Appropriate action can then be taken, before there is a detrimental effect on the group.

### ***Eligibility***

The chair must be a current, Chartered Member of IChemE, and if a special interest group chair then they must also be a member of that special interest group.

### ***Election process and term of appointment***

The chair of each group is appointed by Council, normally on the recommendation of the group by means of an election. The usual maximum term of office is three consecutive years; this rule is made in acknowledgement of the greater workload associated with the role of chair, and in recognition that regular rotation of the position is beneficial in introducing fresh thinking and new ideas. In exceptional circumstances – for example, where extreme difficulty is encountered in securing a new candidate for chair – permission may be sought from Council to allow an individual to serve for a longer period but this must not exceed one additional term.

### ***Duties***

The duties of the chair include:

- Ensuring that the group operates in accordance with IChemE's Royal Charter, By-laws, Rules of Professional Conduct and Disciplinary Regulations, and in line with agreed best practice.
- Directing, in co-operation with members of the committee and staff, the planning and delivery of an annual programme of activities providing value to the IChemE membership.
- Developing a committee of active volunteers (including student representatives where appropriate), charging individuals with specific tasks, with clear allocation of responsibilities, and providing them with appropriate leadership and guidance to help them complete those tasks.
- Safeguarding the future of the group through succession planning, and preparing less experienced committee members for positions of greater responsibility.
- Preparing the annual activity report, activity plan and budget, in co-operation with the treasurer.
- Convening and chairing committee meetings.
- Convening, preparing a report for, and chairing the AGM.
- Attending events, as appropriate.
- Representing the interests of the group, through attendance at Special Interest Group Forum or Regional Forum.
- Encouraging IChemE members to become actively engaged in their professional body.
- Acting as an ambassador for IChemE and chemical engineering.

## **Secretary of an IChemE group – role description**

### ***Eligibility***

The secretary must be a current member of IChemE, and if a special interest group secretary then they must also be a member of that special interest group.

### ***Election process and term of appointment***

The secretary is elected at the AGM, and may be nominated either from the membership of the group, or from the group's committee. There is no fixed term of appointment but it is suggested that, as a general rule, no individual should serve for more than three consecutive years.

### ***Duties***

The duties of the secretary include:

- Contributing, under the direction of the chair and in co-operation with other committee members and staff, to the planning and delivery of an annual programme of activities providing value to the IChemE membership.
- Liaising with the chair on the preparation of the agenda for committee meetings and the AGM, and arranging for the circulation of documentation in good time before the meeting.

- Recording and arranging for the circulation of the minutes of committee meetings and the AGM, within two weeks of the meeting.
- Providing copies of agendas and minutes to IChemE staff for information purposes (and specifically in order that central records on committee membership may be kept up to date).
- Attending events, as appropriate.
- Encouraging IChemE members to become actively engaged in their professional body.
- Acting as an ambassador for IChemE and chemical engineering.

## **Treasurer of an IChemE group – role description**

### ***Eligibility***

The treasurer must be a current, Chartered Member of IChemE, and if a special interest group treasurer then they must also be a member of that special interest group.

### ***Election process and term of appointment***

The treasurer is elected at the AGM, and may be nominated either from the membership of the group, or from the group's committee. There is no fixed term of appointment but it is suggested that, as a general rule, no individual should serve for more than three consecutive years.

### ***Duties***

The duties of the treasurer include:

- Contributing, under the direction of the chair and in co-operation with other committee members and staff, to the planning and delivery of an annual programme of activities providing value to the IChemE membership.
- Preparing an annual activity report, activity plan and budget, in co-operation with the chair.
- Operating the group's finances in accordance with the set procedures.
- Reviewing the monthly accounts of the group, and reporting any significant variances to IChemE's finance staff.
- Attending events, as appropriate.
- Encouraging IChemE members to become actively engaged in their professional body.
- Acting as an ambassador for IChemE and chemical engineering.

## **Ordinary committee member of an IChemE group – role description**

### ***Eligibility***

**Special Interest Group** - An ordinary committee member is required to be a current member of IChemE, and a current member of the special interest group.

**Members Group** – An ordinary committee member is required to be a current member of IChemE.

### ***Election process and term of appointment***

Ordinary committee members are elected at the AGM. An individual may volunteer for nomination at the AGM or may be co-opted by the existing committee mid-term for formal nomination at the next AGM. There is no fixed term of appointment.

### ***Duties***

- Contributing, under the direction of the chair and in co-operation with other committee members and staff, to the planning and delivery of an annual programme of activities providing value to the IChemE membership.
- Attending events, as appropriate.
- Encouraging IChemE members to become actively engaged in their professional body.
- Acting as an ambassador for IChemE and chemical engineering.

Ordinary committee members may, at the discretion of the chair and as appropriate to the activity programme of the group, be assigned to one or more of the following roles: event organiser; webmaster; newsletter editor; email campaign manager, data coordinator, LinkedIn manager and mentor coordinator.

July 2015

**In addition to the duties of the ordinary committee member below are the specifics duties allocated to that role:**

### **ECM Manager of an IChemE group – role description**

#### ***Duties***

The duties of the ECM manager include:

- Receiving the appropriate training from IChemE to proficiently fulfil this role
- Managing communication with membership of IChemE member / special interest group via the ECM tool in sitecore. This includes, but not limited to:
  - Event announcements
  - Event reminders
  - Newsletter announcements
  - Annual general meeting announcements

### **Webmaster of an IChemE group – role description**

#### ***Duties***

The duties of the webmaster include:

- Receiving the appropriate training from IChemE to proficiently fulfil this role
- Updating and ensuring the currency of the IChemE member / special interest group website to serve IChemE membership. This includes, but not limited to:
  - Updating and upload the committee meetings minutes and agendas onto the website
  - Updating/editing various sections on the website, contact details, committee member details etc.
  - Uploading and publishing events
  - Uploading and publishing news

### **Event Coordinator of an IChemE group – role description**

#### ***Duties***

The duties of the event coordinator include:

- Consulting with other committee members to identify appropriate events that serve the interest and the professional development of members
- Organising events by working with other committee members and IChemE Rugby to finalise event arrangements with the venue, catering, speakers etc, for the events

### **Data Coordinator of an IChemE group – role description**

#### ***Duties***

- Consulting with IChemE Rugby office to keep up to date records of IChemE members.
- Informing committee members of important changes in the groups IChemE membership

### **LinkedIn Manager of an IChemE group – role description**

#### ***Duties***

- Managing communication with membership of IChemE member / special interest group via the groups LinkedIn group. This includes, but not limited to:
  - Event announcements
  - Event reminders
  - Newsletter announcements
  - Annual general meeting announcements

## **Mentor Coordinator of an IChemE group – role description**

### ***Duties***

- Consulting with IChemE Rugby office to keep up to date records of IChemE membership mentors.
- To locate an appropriate mentor for members which request one.