

The IChemE100 Steering Committee

Terms of Reference v5.0

About the IChemE100 Steering Committee

The IChemE100 Steering Committee has been established by the Board of Trustees and is duly charged to pursue, as a defined project, appropriate celebrations to mark the 2022 centenary since IChemE's formation.

Activities in support of the IChemE100 project will be commensurate with, and aligned towards, the recognition of the value delivered by the Institution's activities and the activities of members to the community at large, in accordance to the Institution's Charitable Objects.

The IChemE100 Steering Committee is accountable to the Board of Trustees and works within delegated responsibilities as described in these Terms of Reference.

Responsibilities of the Steering Committee

The IChemE100 Steering Committee is responsible for coordinating activities, in support of delivering a fully operational project to appropriately celebrate the centenary of the Institution, in adherence to the Board of Trustees' delegated authorities.

The steering committee will aim to deliver a project outcome that is self-funding, commencing 1 January 2021.

The IChemE100 Steering Committee will be responsible for the following:

- project design and execution including cost/risk management and reporting duties;
- establishment of, as required, working parties and other enabling systems and procedures to deliver the project;
- coordinating and supporting engagement with internal and external IChemE related parties of importance to the project;
- coordinating and supporting engagement with, external to IChemE, third parties of importance to the project.

Chair of the Steering Committee

The Chair of the IChemE100 Steering Committee will be appointed by the Board of Trustees.

The Chair will be selected based on competency, availability to discharge project obligations, and the ability to work with the Project Manager, Board of Trustees, IChemE's Management and Chairs/members of the IChemE100 working parties.

The Chair of the IChemE100 Steering Committee will be re-appointed annually by the Board of Trustees, at the November Board meeting.

Operation of the Committee

Membership of the IChemE100 Steering Committee will be based on assessed individual capability and ability to discharge the working duties of the committee.

Membership of the committee will be based on individual committee member demonstrated capabilities and competencies required to discharge the following operational requirements:

- planning and coordination of the project;
- oversight of appropriate financial systems and procedures to ensure compliance with delegated fiduciary responsibilities;

- provision of guidance and input, plus potential membership of project sub-committees and working parties, as required;
- delivery of reporting to the IChemE Board of Trustees and/or other involved parties on an as agreed basis;
- representation of IChemE to both internal and external stakeholders, plus third parties as required, in specific support of this project.

The Chair of each IChemE100 project working party will automatically be appointed as members of the IChemE100 Steering Committee.

Management will appoint a central project coordination and control executive, the Project Manager. The Project Manager will be a permanent member of the IChemE100 Steering Committee.

Management will appoint an officer to provide secretarial services to the committee, the Secretariat. The Secretariat will be a permanent member of the IChemE100 Steering Committee.

The Chief Executive, Associate Director of Marketing & Communications and Finance Director will also be involved in IChemE100 Steering Committee meetings but will not be permanent members of the committee.

Meetings of the Steering Committee

The IChemE100 Steering Committee will meet, as required, subject to ratification of the below:

- a standing virtual meeting will be diarised and held fortnightly, via telephone/video conference;
- physical meetings and additional meetings will be held as deemed necessary;
- the Chair of the IChemE100 Steering Committee can call meetings and change meeting schedules to best support project requirements;
- a formal project review will take place in May 2020;
- a formal project review with a go/no go decision will take place in October 2020.

Review and assessment of the Steering Committee

The IChemE100 Steering Committee will be convened either until November 2022 or disbanded at an early date dependent upon formal review outcomes.

The steering committee will self-assess performance on an as required basis.