# Hazards Technical Committee Member Volunteer Role Descriptor

1. **Vacancy reference**

C/HTC/v1

## 2. Background

Hazards is widely recognised as one of the world’s leading process safety conferences. First staged in 1960, Hazards is primarily a conference for industrialists with a growing number of attendees from operating companies attending the event every year.

The conference is held on an annual basis.

## 3. Main duties and responsibilities

As a member of the technical committee, you will be responsible for:

- identifying key topics in, and related to, process safety and ideas for plenary and invited speakers
- reviewing and providing feedback on content submitted for the conference
- contributing or soliciting contributions to the conference through your own professional network
- helping to raise awareness of sponsorship and exhibitor opportunities throughout your own professional network
- advising and helping IChemE staff with the future development of the conference
- attending the conference where possible and chairing appropriate technical sessions.

All work for the 2021 conference will be completed virtually.

## 4. Appointment method

Applications to join the Technical Committee can be made at any time. The applications are typically reviewed annually shortly after each iteration of the event. On occasion, new members are invited to join the Technical Committee part-way through a conference cycle.

Prospective technical committee members should send their CV to hazards@icheme.org.

## 5. Period of appointment

Members are appointed onto the technical committee for a period of three years. At the end of this term, individuals may stand for re-election to continue as a committee member for a further three-year period.

The technical committee composition is typically reviewed at the end of each iteration of the conference series.

## 6. Commitment required

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<th>C/HTC/v1</th>
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The Committee will normally hold 3-4 virtual meetings per conference cycle. As a minimum requirement, Committee members are expected to participate in the paper reviewing process. Committee members will receive a complimentary pass in recognition of their efforts where they will also be asked to chair appropriate technical sessions, panel discussions and roundtable meetings.

Responsibility for the overall delivery of the event and its financial management sits with IChemE’s commercial directorate although Technical Committee Members are welcome to contribute suggestions.

7. Training

New Technical Committee members will be invited to attend a virtual induction meeting with the Head of Commercial and will also have to undertake GDPR training.

8. Person specification

Technical committee members will typically be Chartered Chemical Engineers or equivalent. Membership of IChemE is not a pre-requisite to serving on the technical committee.

The technical committee is comprised of representatives from operating companies, the contracting/consulting sector, regulators, the insurance sector and academia. IChemE Safety Centre staff also participate as members. Technical committee members are expected to be actively involved in all aspects of the work undertaken by the group and a commitment to active participation is essential.

10. Additional details

Area of interest that relates to the role:
(delete as appropriate):

Is the role location specific?

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<th>Total number of volunteers required for role:</th>
<th>Process Safety</th>
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<td>Closing date:</td>
<td>No although Australasia or South-East Asia based candidates may prefer to volunteer to support Hazards Australasia or Hazards Asia Pacific.</td>
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To apply for this role, please contact hazards@icheme.org, quoting the role and reference number at the top of this document

Approx 15-20

Author: Cassandra Sutcliffe/Matt Stalker
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