Individual Case Procedure (ICP) Panel Vice Chair Volunteer Role Descriptor

1. Reference
MQ/ICPVC/1.0

2. Background
The Purpose of the Individual Case Procedure (ICP) Panel
The ICP Panel will oversee the Individual Case Procedure process and volunteer Reviewer pool:
- The ICP process has two stages
  1. Review Technical Biographies to decide if anything further is required of candidate.
Most of the work of the panel will be done offline and by correspondence; virtual meetings ad hoc or as frequently as necessary (membership of Panel and Reviewer pool to expand if business increases).
TRQ reviewer team (three) should be made up of at least one from university assessor/academic background. Two of the three TRQ Reviewers will undertake the TRQI.
TRQ reviewers decide on TRQ reports/TRQI outcomes and summary reports on these go to ICP Panel.
ICP Chair reports to Education Accreditation Forum (EAF) on numbers and issues, especially proposed changes to procedure, documentation, criteria etc. Quarterly written summary reports on numbers and any significant issues will be reported to Professional Formation Forum (PFF).

3. Main duties and responsibilities
The Principal Responsibilities and Duties of ICP Panel Vice Chair
The Vice Chair will support the ICP Panel Chair in his/her role of holding members to account for IChemE’s mission and vision, providing inclusive leadership to ICP, ensuring that each member fulfils their duties and responsibilities for the effective governance of the Forum. The Vice Chair will also support the Chair in ensuring that the ICP Panel functions as a unit and works closely with the Executive of IChemE and EAF/Qualifications Committee to achieve agreed objectives.

Strategic leadership
To support the Chair, and when required deputise for the Chair, in providing strategic leadership inputs on ICP matters via EAF/Qualifications Committee.

1. To support the Chair, and when required deputise for the Chair, when advising on Educational base requirements for Chartered Chemical Engineer status to EAF and Qualifications Committee.
2. To support the Chair in the execution of his/her role, and when required deputise for the Chair, as well as taking on specific projects.
3. To lead and mentor other ICP members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Panel.
4. To be responsible for overseeing the appropriate recruitment, retention and training of ICP Reviewers to provide an adequate pool of trained volunteers to meet the needs of the Panel.
5. To oversee the appointment of Reviewer teams for ICP assessment.

Additional information
The Vice Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.
The above list is indicative only and not exhaustive. The Vice Chair will be expected to perform all such additional duties as are reasonably commensurate with the role, e.g.
1. To advise the EAF and Qualifications Committee on policy, risk, operational structures and election processes relating to effective ICP processes.
2. To ensure IChemE is aware of any issues affecting and arising from ICP, including changed regulations, new developments and good practices.

4. Appointment method
ICP Vice Chair will be appointed from the existing ICP Panel. Nominations will be approved by EAF.

5. Period of appointment
The appointment of Vice Chair will be for no more than two, consecutive 3-year terms.

6. Commitment required
- The ICP Panel normally meets (virtually) 12 times a year (meetings normally last 1-1.5 hours) times a year and the Vice Chair is expected to be available for majority of those meetings
- In addition to ICP Panel Meetings, other contact – usually electronic or by telephone – will be necessary
- It is anticipated that the Vice Chair will be a suitable candidate to take on the role of Chair when this becomes vacant

7. Training
A new ICP Panel Vice Chair will receive induction from ICP Panel Chair and the secretariat, as required.

8. Person specification
A Vice Chair, who must be a current
- IChemE Fellow,
- ICP Panel member

9. Others

Expenses for the activities:
Unless agreed with the Head of Education Affairs in advance, expenses are not covered by IChemE for this role.

Additional details

| Area of interest that relates to the role: | • Education  
• Professional Development  
• Membership |
| Is the role location specific? | No |
| Number of roles available: | 1 |
| Point of Contact | volunteer@icheme.org |

Author: Libby Steele, Head of Education Affairs lsteele@icheme.org
Date: 15 April 2021