



## Terms of Reference – IChemE Energy Centre Leadership Forum

### 1 Scope

IChemE Energy Centre (EC) Leadership Forum:

- 1.1 is a working group of volunteer experts drawn from the chemical engineering community and those with relevant background or interest in chemical engineering energy activities
- 1.2 provides support as a sounding board for the outputs of the EC Board
- 1.3 helps the EC Board develop energy policy positions
- 1.4 answers discrete, technical questions on energy policy and strategy issues
- 1.5 provides the EC Board with additional resource and expertise, on request of the board and/or task group leaders
- 1.6 offers a way for the IChemE membership to be involved with the EC for less time commitment than those on the Board
- 1.7 will work with IChemE SIGs to create a strong partnership and act as a cohesive forum for cross SIG interactions
- 1.8 is not an umbrella organisation for all energy-related activities within IChemE

### 2 Selection criteria

Leadership Forum members appointed will:

- 2.1 have a keen interest in and knowledge of current and future energy developments
- 2.2 have an understanding of the role chemical engineers play in relation to energy matters
- 2.3 have relevant experience of the energy sector (+5 years post university / CEng level)
- 2.4 support the mission of the IChemE EC
- 2.5 be drawn from both industry and academia
- 2.6 be globally diverse and representative of the chemical engineering community,
- 2.7 be able to contribute to illustrating the impact of chemical engineering
- 2.8 ideally be a member of one of IChemE's energy related SIGs, if an IChemE member

### 3 Leadership Forum structure and roles

- 3.1 A member of the IChemE EC Board will be appointed as Leadership Forum Co-ordinator
- 3.2 The Leadership Forum Co-ordinator will lead the Forum and will:
  - 3.2.1 work closely with the EC Manager and Board to run the Forum
  - 3.2.2 be the key Leadership Forum point of contact for the Board
  - 3.2.3 report to the EC Chair to ensure that the Forum is working in alignment with the rest of the EC's projects
  - 3.2.4 record levels of engagement by Forum members
  - 3.2.5 review engagement on a yearly basis from September to September
  - 3.2.6 confirm with members on a yearly basis a continued desire to participate
- 3.3 In the case of a member of the EC Board leaving, a replacement IChemE member will be sought from the Leadership Forum and/or energy related SIG
- 3.4 Where appropriate, at the discretion of the Board, small sub-groups can be created from the Forum to look at particular issues and stimulate activity
- 3.5 All energy related SIGs Chairs will automatically become members of the forum to:
  - 3.5.1 Facilitate dissemination of outputs and activities to the SIGs
  - 3.5.2 Encourage cross SIG dialogue
- 3.6 All Leadership Forum members will be required to fulfil a minimum of one activity per year for the Forum to be logged by the Co-ordinator (eg document review, task group input, attendance at event)
- 3.7 All members of the Leadership Forum should declare any conflicts of interest before undertaking any role for the EC. Where conflicts of interest are declared the Leadership Forum member will not participate in that area, unless invited to do so by the EC Board