

# Member Engagement Committee – Terms of Reference

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## Purpose

The core purpose of the Member Engagement Committee (MEC) is to support, facilitate and encourage Local Member Groups and Branches (LMG &Bs) to deliver “supporting members” and aim 3 of Strategy 2024. It is also to facilitate networking at a geographically local level. To achieve this, the MEC will encourage LMG&Bs to focus on developing initiatives and activities that maximise member engagement thereby supporting members to respond to the future challenges facing the profession and embracing the opportunities resulting from technology change, COVID-19, travel and other restrictions and encouraging collaboration, cooperation and sharing of experience to ensure that LMGs are successful in the future.

## Authority

The Member Engagement Committee (MEC) operates under a delegation granted by the Board of Trustees (BoT) as set out in these Terms of Reference (ToR).

## Tasks and Responsibilities

The MEC is accountable for the following tasks (but may further delegate responsibility for delivery to an appropriate IChemE body):

1. Engage with members and LMG&Bs to understand common issues; identify and share good practice; and to confirm and predict support requirements thereby enabling the setting of priorities for LMG&Bs Engagement activities.
2. Encourage collaboration, cooperation and sharing of ideas between LMG&Bs and Special Interest Groups (SIGs) via the Learned Society Forum (LSF).
3. Establish, operate, and monitor, with staff support, a budget, planning and resource prioritisation process that encourages LMG&Bs to deliver outcomes that are aligned with the IChemE Strategy.
4. Develop and submit an annual LMG&Bs plan that identifies resource requirements as a part of the annual budgeting process, adjusting the plan once budget allocations are agreed and monitoring delivery against plan.
5. Provide advice to the BoT and other IChemE structures on LMG strategic and operational matters.
6. Regularly submit verbal and written reports to the BoT and periodically submit a formal report, normally on an annual basis, including the assessment of member engagement and the delivery of member value.
7. Request, receive, review and comment on activity reports submitted by LMGs and Branches including, but not exclusively, identification, curation and sharing of good practice.
8. Identify and report on LMG and Branch activity that is worthy of recognition.

## Working Groups

The MEC can establish temporary working groups to undertake discrete projects as required. Such groups will disband upon completion of their task or when directed by the MEC. The membership and ToR for such groups will be as determined by the MEC. Resource requirements for such activity will be identified and included within the annual resource and budget planning cycle.

## Meetings

The MEC will normally hold four meetings per annum. Attendance at the meetings will normally be virtual. Additional meetings may be called by the MEC Chair, or the senior staff as required.

A notice confirming the meeting details and agenda, will normally be distributed electronically to all attendees no later than five working days before the date of the meeting. Supporting papers shall, wherever possible, be sent out at the same time. Meetings will be quorate if at least half the members (including the Chair, or person nominated to act as Chair for the meeting) attend either in person or through electronic means.

## Record of meetings

A record of the decisions that are taken at meetings will be kept along with a copy of meeting papers. Records of meetings, less reserved items, should be made available to members through the IChemE website. The record shall include the names of those in attendance, any apologies received, any conflicts of interest declared, and the appointment or removal of any committee members.

## Decisions

When unanimous agreement on an issue cannot be achieved, the chair can put the matter to a vote. A decision can be taken with the support of a simple majority. If the votes are evenly cast, the chair may have in addition to their own vote, a further casting vote.

## Membership

The MEC will usually be made up of up to 10 members (from any grade) and will usually be chaired by the Vice-President Member Engagement. The MEC members will be appointed by following an expression of interest process and selected via a panel including the VP Member Engagement, a senior member of staff and member of BoT who will actively work to deliver a diverse and representative Committee. The chair's term will coincide with their term as a trustee. The initial term for other members will normally be for two years with the potential for a second term to ensure committee continuity. At least four vacancies should be available from UK & Ireland LMGs and three vacancies should be available to International LMG&Bs. Up to an additional three vacancies may be co-opted by the MEC to fill diversity and/or skills gaps.

The following staff may also attend meetings: Chief Executive; Director Regions; Associate Director Regions.

If any member fails to attend three ordinary committee meetings in a row, the chair may ask the member to retire.

## Notes on Co-opted members

Co-opted members may serve for a term of up to two years and will not normally serve for a second 2-year term. They will not normally be drawn from LMG&Bs that are already represented on the MEC.

## Review

The performance of the MEC and the suitability of these ToR will be reviewed at the end of the first year and then with the support of another panel (Governance) or committee (Audit & Risk), at least every three years. Any changes to these terms of reference must be approved by the BoT.

## Other matters

The Committee will:

- have access to sufficient resources in order for it to carry out its duties;
- be provided with appropriate training, both in the form of an induction programme for new members and on an ongoing basis for all members.