

Membership & Qualifications Committee Terms of Reference

Delegated Authority

Royal Charter 3(e)	To hold or prescribe examinations
By-Law1	Qualification of Members
By-law 21, 22, and 23	Qualifications for Membership
By-law 25	Transference
By-law 26	Assessment, Training and Experience Regulations governing requirements for courses of study, assessments, training and experience, preparation and submission of technical reports, examination, academic requirements, and any additional requirements for membership
By-law 32, 33, 34, 35 and 36	Election and Transfer of Voting and Non-Voting members
By-law 37, 38, 39 and 40	Resignation and Removal of Voting and Non-Voting members
By-law 41	Re-Admission
By-law 91	Delegation from Board of Trustees

Purpose

The Membership & Qualifications Committee (MQC) is responsible to the Board of Trustees for the role of the Institution as a qualifying body. On behalf of the Board of Trustees and in accordance with the Royal Charter, By-laws and Regulations, the Qualification Committee:

- oversees progression through the pipeline of membership from Student membership to Fellowship

- oversees the election / admission of persons to the Register of members
- oversees the transfers of members between membership grades
- oversees the effective operation of all qualifications processes
- oversees the accreditation of academic programmes.

MQC exercises its responsibilities in large part through the Education Subcommittee (ESub), the Professional Development Subcommittee (PDSub) and Registration Subcommittee (RSub). The ESub, PDSub and RSub report to MQC.

Duties

The Committee shall carry out the duties detailed below. The Committee Chair shall report to the Board of Trustees after each meeting on matters within its duties and responsibilities.

The Committee shall:

- develop and approve policies and procedures relating to qualifications and membership matters in line with the Committee's purpose
- maintain and develop, as appropriate, IChemE's Qualifications Framework including its routes to membership, and standards and processes for individual membership grades, accreditation of academic programmes, accreditation of company training schemes, and approving CPD
- select and transfer members of all grades and register members with the Engineering Council, Science Council, Society for the Environment, and Board of Professional Engineers Queensland who meet the appropriate individual register requirements
- accredit academic programmes and employer training schemes and accredit or approve apprenticeships
- oversee and monitor the pipeline of membership applications from Student member to Fellow
- design, enhance, document, and implement effective, efficient, equitable and auditable standards and processes that comply with Engineering Council and other Regulators' requirements as appropriate
- review Quality Assurance annually and commission continuous improvements to the operations of its subcommittees and other panels that may be established
- oversee the functioning of ESub, PDSub and RSub
- ensure all volunteer members of ESub, PDSub, RSub, other panels as appropriate, and all volunteer members involved with delivering membership processes are appropriately inducted, trained, and managed
- maintain contact with external regulators of the profession including, but not exclusively: Engineering Council, Science Council, Society for the Environment; Engineers Australia, Engineering New Zealand, Board of Engineers Malaysia, Board of Professional Engineers Queensland
- identify developments in the profile of the profession and recommend to the Board of Trustees appropriate revisions to the By-Laws and Regulations governing admission to Membership to reflect these developments
- identify and recommend to the Board of Trustees revisions to existing qualifications and the development of new qualifications pertinent to the development of the profession
- oversee the implementation of IChemE's policy on Continuing Professional Development recommend fees for accreditation and membership applications to the Board of Trustees for approval
- initiate and oversee programmes/projects as required.

Membership

The membership of the Committee shall comprise:

- Chair: VP Qualifications (ex officio)
- Chair of Education Subcommittee (ex officio)
- Chair of Professional Development Subcommittee (ex-officio)
- Chair of Registration Subcommittee (ex officio)
- Chair of Audit Panel (ex-officio)
- Chair of Appeals Panel (ex-officio)
- Trustee representative (nominated by Board of Trustees)
- Up to three co-opted members to fill specific requirements such as to ensure representation of key regions, diversity, and/or skills
- Early career member

The non ex officio members of MQC will be appointed following an expression of interest process and selected via a panel including VP Qualifications, the Trustee representative and senior member of staff who will work to deliver a diverse and representative Committee.

The Chair's term and term of the Trustee representative will coincide with their respective terms as trustees. The Immediate Past VP Qualifications will ordinarily serve one year on the Committee. The other ex officio members' terms will coincide with their respective terms in office. The initial term for other members will normally be for three years with the potential for a second term to ensure committee continuity. Such members who have completed their maximum terms may be eligible for a further term after an interval of two years.

In attendance

Director Qualifications and staff members of the directorate as required.

Meetings

The Committee will normally meet quarterly but may meet more often as business demands. The meetings will normally be virtual and will be scheduled to facilitate the attendance of the committee's global membership. Non-committee members may attend part(s) of the meeting with the agreement of the Chair. Minutes will be prepared within 21 days of the meeting.

Participating Members should already have:

- a detailed understanding of all IChemE membership grades and their respective requirements
- a detailed understanding of IChemE's Royal Charter, By-laws, and Regulations
- experience of one or more aspects of the qualifications processes
- a good understanding of IChemE qualifications work processes

The meetings will be quorate if at least half the members of the Committee attend including the Chair, and the Chairs (or a nominated deputy) of the Education, Professional Development and Registration Subcommittees.

The Committee Chair shall report to the Board of Trustees after each meeting on matters within its duties and responsibilities and will submit an annual report to the Board of Trustees.

Other matters

The Committee shall:

- have access to sufficient resources 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
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules as appropriate
- arrange for periodic review of its own performance, and at least annually review the Committee Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Board of Trustees for approval.