

# Registration Subcommittee Terms of Reference

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## Delegated Authority

Royal Charter 3(e)	To hold or prescribe examinations
By-Law 1	Qualifications of Member
By-Law 21,22,23	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 32,33,34,35,36	Election and Transfer of Voting and Non-Voting members
By-Law 37,38,39,40	Resignation and Removal of Voting and Non-Voting members
By-Law 41	Re-admission

## Purpose

The Registration Subcommittee (RSub) is responsible to the Membership & Qualifications Committee (MQC) for admitting applicants to professionally qualified membership and Fellowship and for registering suitable applicants with the Engineering Council, Science Council, Society for the Environment, Board of Professional Engineers Queensland, and Environment Agency (ESOS) in accordance with each regulator's requirements.

## Duties

The Subcommittee shall

- define, document, and keep under review, for approval by MQC the professional standards of competence and commitment and guidance required for professionally qualified

membership of the Institution as determined by the Regulations and, where appropriate, as licensed by the Engineering Council and other relevant national and International Regulatory Bodies

- define, document, and deliver the processes for the assessment of competence and commitment required for IChemE membership and registration with relevant national and International Regulatory Bodies
- elect and transfer members to and within the Voting Member grades and the Registers
- oversee and track the progression from Chartered Membership to Fellowship and the direct election into Fellowship
- oversee and manage the process for identifying nominations for the Karen Burt Award
- maintain a pool of Professional Reviewers suitably qualified and trained to deliver all assessment processes
- represent the Institution on matters relating to competence and commitment assessment on relevant bodies such as committees and working groups of the Engineering Council and other relevant national and international regulatory bodies
- maintain effective communications with all stakeholders, including producing an annual report of the Panel's processes and activities, for approval by MQC.

### **In attendance**

Membership Executive, Membership Manager, and staff members of the directorate as required

The Chair, who shall be a Fellow, shall be appointed following an expression of interest from within the membership of the Subcommittee and appointed via a panel including VP Qualifications, the Trustee representative on MQC, two further members of MQC and a senior member of staff.

The Vice Chairs, who shall be Fellows, shall be appointed following an expression of interest from within the membership of the Subcommittee and appointed via a panel including VP Qualifications and the Chair of the Subcommittee.

Subcommittee members, who shall in the majority be Voting Members, shall be appointed following an expression of interest from the community of Professional Reviewers and Associate Members and appointed via a panel including the Chair and Vice Chair of the Subcommittee, a further member of MQC and a senior member of staff.

Ideally, the Subcommittee's membership should also reflect the diversity of IChemE's membership.

The Subcommittee's members' term will normally be for three years with the potential for a consecutive second term to ensure subcommittee continuity. The Chair's and Vice Chair's respective terms will normally be for three years with the potential for a consecutive second term; these terms supersede their terms as a subcommittee member. Members who have completed their maximum terms may be eligible for a further term after an interval of two years.

## **Meetings**

**Development Meetings.** The Subcommittee will typically hold four 'Development' meetings per year to discuss and execute non-routine membership election, transfer and registration business, focussing on standards and process improvement. Meetings will normally be virtual and be scheduled to facilitate the attendance of the Subcommittee's global membership. Minutes will be prepared within 21 days of the meeting.

Members of the Standards Panel may be invited to attend the Development Meetings as required. The Standards Panel is a sub-committee of the RSub with its own Terms of Reference, and with

specific responsibility for overseeing the correct application of standards to the admission and readmission to, and transfer of Members within, the Membership Roll; together with specific responsibility for overseeing the standards applied to all the professionally qualified grades of membership and their respective registrations.

Decisions are normally made by consensus. If views are evenly divided, the Chair shall have a casting vote. The meetings will be quorate if at least half of the membership is present including either the Chair or a Vice Chair.

**Virtual Election Panels (VEP).** The VEPs are where the operational responsibilities of the Subcommittee are undertaken and are held monthly. VEPs are where applications for membership are discussed, and election confirmations made. The Panel will be open to all members of the RSub, However Panel members allocated to reviewing applications for Election shall be at the same grade or higher as the application grade sought.

The Subcommittee Chair shall report to MQC after each meeting on matters within its duties and responsibilities.

## Other matters

The Subcommittee 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 Membership and Qualifications Committee for approval.