

Role Description: Congress Member

The IChemE Congress is a new governance concept for the Institution. The relevant changes to the Royal Charter and the By-laws have been supported by the members present and voting at the AGM in May 2018. These changes were approved by the Privy Council, the UK's regulator for Chartered bodies such as IChemE, on 27 June 2018.

The new Board of Trustees will progress the implementation of the proposals to modernise IChemE's governance and allow members to be more active in managing the Institution's affairs by establishing the first Congress by the end of October 2018.

The first Congress will operate in accordance with the governance documents developed by the Trustees and staff, which are based on good practice amongst other charitable institutions and discussions with members on the member-only forum, *Interface*. Newly-elected Congress members will be given the remit to confirm the way Congress should operate and any transitional arrangement to the full cycle elections to start in 2021. The Regulations governing Congress operations can be amended by a two-third majority vote by the Congress and submitted for endorsement by the Board of Trustees in time for the election cycle if necessary.

As part of the election, the staggered allocation of seats will apply within both colleges, whereby each inaugural Congress member's term in office will continue for either two, three or four years starting at the AGM 2019. This will enable an even succession once the next election cycle begins and allow the candidates to serve the term that is closest to the ordinary term of three years as possible. Therefore, some terms will be extended beyond the ordinary three-year term but no Congress member elected in 2018 will exceed the maximum six-year limit.

The length of the terms will be broadly determined by the percentage of the votes secured in the respective categories whereby the most successful candidate receives the longest term to account for the even succession. If the seat is not contested and no ballot is held, the shortest possible term will be allocated. From 2021, one-third of seat will become available for election each year. Thereafter, successful candidates will secure three-year terms.

Eligibility

To stand for election for a seat on the Congress, a member should meet the following criteria:

- meet eligibility criteria to stand in one of the electoral constituencies (see below);
- be a Member in good standing¹;
- be able to access *Interface* and a dedicated online platform.

For each vacancy, a candidate must be nominated by two peers who are members in good standing and who belong to the constituency for which the candidate is standing.

A member can only stand or act as a nominator for one vacancy in a single election cycle.

Current members of the Board of Trustees are not eligible to stand for Congress elections but can act as nominators and vote.

¹ A member in good standing is one that has complied with all of their explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure.

Constituencies

In accordance with Regulation 1B, a candidate for a vacancy on the Congress must fall in one of the following electoral constituencies within two electoral colleges at the commencement of their period of office.

For the inaugural Congress, 14 seats on the functional college are allocated whereby a member can be nominated and elected by his or her peers based on their membership grade:

- Four Fellows nominated and elected by the Fellows and Associate Fellows²;
- Four Chartered Members nominated and elected by the Chartered Members;
- Four early career members³ nominated and elected by the Associate Members, Affiliate Members and Technician Members;
- Two Student Members nominated and elected by the Student Members.

For the inaugural Congress, 24 seats on the regional college are allocated to which a Chartered Member or a Fellow can be nominated and elected by his or her peers based on their registered address⁴:

- 2 seats for South East (UK&IRE);
- 2 seats for North West & North Wales (UK&IRE);
- 2 seats for Australia;
- 2 seats for North East (UK&IRE);
- 1 seat for South Central (UK&IRE);
- 1 seat for South Scotland (UK&IRE);
- 1 seat for North Scotland (UK&IRE);
- 1 seat for Midlands (UK&IRE);
- 1 seat for South West (UK&IRE);
- 1 seat for All Ireland (UK&IRE);
- 1 seat for South Wales (UK&IRE);
- 1 seat for Eastern (UK&IRE);
- 1 seat for United States of America;
- 1 seat for Malaysia;
- 1 seat for South Africa;
- 1 seat for New Zealand;
- 1 seat for Canada;
- 1 seat for Netherlands;
- 1 seat for Singapore;
- 2 seats for Rest of the World region⁵.

² Associate Fellows are able to nominate and vote in this category but are not eligible to stand for the Fellow seat in the functional college.

³ Early career is defined as Associate Members, Affiliate Members and Technician Members with less than nine years of relevant experience (self-declared). The qualifying period includes any time spent in full or part-time employment in the field of chemical engineering and/or in pursuit of such activity including obtaining PhD or relevant similar qualifications. Members in these grades with more than nine years of relevant experience will be able to nominate and vote in this category but will not be eligible to stand for election.

⁴ This defaults to the mailing address. Geographical vacancies are allocated based on current regional and branch boundaries. The number of seats is based on the number of Fellows and Chartered Members whose registered address lies within that boundary. Data of 01 January 2018.

⁵ Rest of the World region includes Angola, Argentina, Austria, Azerbaijan, Bahrain, Barbados, Belgium, Bermuda, Botswana, Brazil, Brunei Darussalam, Bulgaria, Cayman Islands, China, Colombia, Cyprus, Czech Republic, Denmark, Egypt, Equatorial Guinea, Finland, France, Gabon, Georgia, Germany, Ghana, Gibraltar, Greece, Grenada, Hong Kong, Hungary, India, Indonesia, Iran, Iraq, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Kuwait, Lebanon, Lithuania, Luxembourg, Mexico, Monaco, Namibia, Nigeria, Norway, Oman, Pakistan, Papua New Guinea, Peru, Philippines, Poland, Portugal, Puerto Rico, Qatar, Romania, Russia, Saudi Arabia, South Korea, Spain, Sri Lanka, Sweden, Switzerland, Thailand, Trinidad and Tobago, Uganda, United Arab Emirates, Uruguay, Uzbekistan, Venezuela, Vietnam, Zambia, and Zimbabwe.

Role profile

The purpose of the voluntary post of the Congress Member is to work with other Congress members to debate and provide collective and joint advice or comment to the Board on such matters that are of interest to the Institution and its members. While once elected, a member of Congress is a representative of their respective constituency, Congress must act in the interests of all members and therefore come to consensus to provide any recommendations to the Board of Trustees.

The structure and remit of the Congress are outlined in Regulation 1B. The day-to-day running of the Congress is guided by the Congress Terms of Reference.

This role will:

- act as a representative of the whole membership, not only the constituency within which they are elected;
- ensure that the views of the members of IChemE are channelled to the Board of Trustees in a timely and coherent manner;
- engage with members on IChemE's strategy and issues of interest to members.

Terms of office will normally be for a period of three years renewable up to a maximum total of six years after which there shall be at least a two-year gap before a further term can be served. Terms shall commence at the end of the AGM in the year of election.

Members of the inaugural Congress will begin their terms upon election in 2018 and will continue from AGM 2019 for two, three or four years.

Main duties and responsibilities

During their term in office Congress members accept the following duties and responsibilities of IChemE volunteers generally and Congress member specifically:

- participate in most, if not all, virtual sessions;
- work with the Chair and other Congress members to review and provide collective and joint comments to the Board on any Strategy and Business Plans as a part of the drafting process;
- work with the Chair and other Congress members to review and provide collective and joint comments to formal governance documentation such as the Royal Charter, By-laws and Regulations, to support the desire to make these 'living documents' – that evolve on an annual basis;
- participate in drafting any requested changes to Regulation 1B governing operating practices of the Congress for submission to the Board of Trustees;
- consider and vote on any changes to Regulation 1B governing the operating practices of the Congress proposed by the Board of Trustees;
- work with the Chair and other Congress members to note and comment on the Institution's Annual Report and Accounts;
- work with the Chair and other Congress members to provide an Annual Report to the Institution's Annual General Meeting;
- engage with their constituency and the wider membership on the issues discussed in the current session to channel their views and feedback to the other Congress members;
- participate in working groups, if necessary, to deliver task-and-finish work;
- identify matters that are of interest to the members and liaise with the Chair and other Congress members if these matters need to be discussed by the Congress or brought to the attention of the Board of Trustees.

Expected Commitment

In taking up this voluntary unpaid position and carrying out the relevant duties, the Congress member is expected to:

- be able to spend an appropriate amount of time on IChemE business. While it is difficult to estimate the exact time to be spent, the virtual nature of most Congress business allows you to carry out your duties both within working hours and in evenings/weekends. The time commitment is expected to be higher during the sessions of Congress than during the breaks;
- have two-way communication with your peers at your convenience to channel issues and input of the members of your constituency and the wider membership which may require good communication and influencing skills;
- contribute to most, if not all, Congress sessions and ad-hoc groups as much as required and as your experience and expertise is most appropriately used. This may require an ability to work effectively as a member of a team, work towards a consensus decisions and act upon them;
- be able to continuously contribute to IChemE's business. It is to be expected that members availability may vary throughout their term. However, failure to participate in three or more sessions per year may lead to a vote by the Congress to call for a resignation by reason of conduct.

Commitment, enthusiasm and the ability to allocate adequate time for the task are important.

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Role Description: Chair of the Congress

In accordance with Regulation 1B, any Congress member may come forward for the position of the Chair once confirmed as a member of the Congress.

Candidates may submit a statement of not more than 200 words to the Chief Executive for circulation to other members of Congress in support of their application but shall not otherwise canvass for support among members.

If more than one application is received a ballot amongst the Congress members shall be conducted by the Chief Executive on a closed, single transferable vote basis.

Role profile

The purpose of the voluntary post of the Congress Chair is to ensure that the Congress provides collective and joint advice or comment to the Board on such matters as are of interest to the Institution and its members in a timely and coherent manner.

To ensure alignment between the Institution's strategy and issues that Congress discusses or puts forward, a clear link between the Congress, the Board of Trustees and the staff is established. The Chair, Vice-Chair, the Chief Executive and the designated Trustee form the Steering Group of the Congress. The Chair sets session agendas, times, and expected outputs in consultation with other members of the Steering Group. They are also responsible for encouraging continuous engagement by all Congress members and resolving any disputes.

The Chair of the Congress shall have a one-year term of office, renewable to a maximum of three years. The member will serve their term as a member of the Congress independently of their appointment as a Chair.

This role will:

- ensure efficient and effective running of the Congress sessions and recording its outcomes;
- engage the Congress members in most, if not all, sessions;
- act as a representative of the Congress in liaison with the Chief Executive and the Board of Trustees.

Main duties and responsibilities

During their time in office the Congress Chair should:

- lead the Steering Group of the Congress;
- if requested, attend a part of the Board of Trustees meeting to represent Congress;
- chair most, if not all, sessions of Congress including the physical meeting;
- if the position of the Vice-Chair is not filled through elections, nominate a Vice-Chair who shall require the approval by a majority of the Congress present and voting;
- consult and agree the agenda for the Congress sessions with the Congress Steering Group;
- consult and agree the format of recording the outcomes of the Congress sessions with the Steering Group;
- circulate draft outcomes of Congress sessions including any voting that has taken place in a timely manner to all other members of the Congress, the Chief Executive and the Board of Trustees;

- lead on drafting of a Congress Annual Report and present it to the Institution's Annual General Meeting;
- liaise with the Chief Executive if any proposed activity by the Congress requires staff support and resources;
- liaise with the Finance & Business Director on Congress budget;
- inform the Chief Executive and the Board of Trustees of the formation and dissolution of any working groups to deliver task-and-finish work;
- inform the Chief Executive and the Board of Trustees of any resignations;
- facilitate a virtual induction session for new members;
- create conditions for inclusion and coach representatives in respectful debate;
- ensure all Congress members are kept up to date with any relevant changes in legislation and IChemE procedures;
- as a part of Steering Group work with the Nominations Committee to put in place a succession plan;
- inform the Chief Executive and the Board of Trustees of the proposed schedule of the Congress sessions as early as practically possible;
- work closely with IChemE staff supporting the operations of the Congress.

Expected Commitment

In taking up this voluntary unpaid position and carrying out the relevant duties, the Congress Chair is expected to:

- be able to spend more time on Congress business during Congress sessions and out-of-session than is expected of a Congress member. While it is difficult to estimate the exact time to be spent, the virtual nature of most Congress business allows the Chair to carry out their duties both within working hours and in evenings/weekends;
- be able to continuously contribute to IChemE's business. It is to be expected that members availability may vary throughout their term. The Vice-Chair may deputise for the Chair where the Chair is unavailable for periods up to 30 days. However, should the Chair resign or become unavailable for more than 30 days for any reason, then the Vice-Chair shall take over as Chair until the election process for a new Chair can be completed;
- be able to attend the annual physical meeting of the Congress;
- be able to attend a Board of Trustees meeting if requested;
- be able to attend the AGM of the Institution.

Person specification

To do this, the Congress Chair should meet all the criteria for a Congress Member and most, if not all, of the following role-specific criteria:

- an understanding of the diverse range of membership and channels of engagement;
- an ability to generally identify what can enhance member discussion and debate around a wide range of subjects, not exclusively within the membership interest;
- a proven experience of chairing meetings and managing teams;
- a good level of administrative skills to ensure efficient and effective running of the sessions and recording its outcomes;
- an ability to steer and lead the discussion to fulfil agreed objectives of each session.

Commitment, enthusiasm and the ability to allocate adequate time for the task are important.

Role Description: Vice-Chair of the Congress

In accordance with Regulation 1B a candidate for the position of the Vice-Chair must be a confirmed Congress member from any constituency.

If a ballot was held for the position of the Chair, the candidate with the second highest percentage of the votes will become the Vice-Chair.

If no ballot was held, once appointed the Congress Chair will nominate a candidate for the Vice-Chair who shall require the approval by a majority of the Congress present and voting.

If the candidate nominated by the Congress Chair does not secure a majority of the Congress present and voting, the nominations will re-open to all Congress members. If more than one application is received a ballot shall be conducted by the Chief Executive on a closed, single transferable vote basis.

Role profile

The purpose of the voluntary post of the Congress Vice-Chair is to provide support to the Congress Chair as required to ensure that the Congress provides collective and joint advice or comment to the Board on such matters as are of interest to the Institution and its members in a timely and coherent manner.

The Vice-Chair of the Congress shall have a one-year term of office, renewable to a maximum of three years. The member will serve their term as a member of the Congress independently of their appointment as Vice-Chair.

This role will:

- act as a deputy to the Chair where the Chair is unavailable for periods up to 30 days;
- act as an interim Chair should the Chair resign or become unavailable for more than 30 days for any reason until the election process for a new Chair can be completed;
- provide support to the Chair to ensure efficient and effective running of the Congress sessions and recording its outcomes.

Main duties and responsibilities

During their time in office the Congress Vice-Chair should:

- be a member of the Steering Group of the Congress;
- chair any sessions if the Congress Chair is not available;
- track the participation levels of the individual Congress members to ensure sufficient engagement;
- provide input on the agenda for the Congress sessions to the Steering Group;
- provide input on the format of recording the outcomes of the Congress to the Steering Group;
- assist the Congress Chair in recording meeting minutes and draft outcomes of Congress;
- assist the Congress Chair in drafting of an Annual Report to the Institution's Annual General Meeting;
- assist the Congress Chair with any other tasks on Congress operations as required;
- work closely with IChemE staff supporting the operations of the Congress.

Expected Commitment

In taking up this voluntary unpaid position and carrying out the relevant duties, the Congress Vice Chair is expected to:

- be able to spend more time on Congress business during session and out-of-session than a Congress member. While it is difficult to estimate the exact time to be spent, the virtual nature of most Congress business allows you to carry out your duties both within working time and in evenings/weekends;
- be able to continuously contribute to IChemE's business. It is to be expected that members availability may vary throughout their term;
- be able to attend the annual physical meeting of the Congress;
- be able to attend the AGM of the Institution if required.

Person specification

To do this, the Congress Vice-Chair should meet all the criteria for a Congress Member and most if not all of the role-specific criteria for the Congress Chair as below:

- an understanding of the diverse range of membership and channels of engagement;
- an ability to generally identify what can enhance Board of Trustees discussion and debate around a wide range of subjects, not exclusively within the membership interest;
- proven experience of chairing meetings and managing teams;
- a good level of administrative skills to ensure efficient and effective running of the sessions and recording its outcomes;
- an ability to steer and lead the discussion to fulfil agreed objectives of each session.

Commitment, enthusiasm and the ability to allocate adequate time for the task are important.