

# Registration Subcommittee Chair

## Volunteer Role Descriptor

### 1. Reference

MQ/RSUB/2.0

### 2. Background

The Registration Subcommittee (RSub) oversees IChemE's professional qualifications worldwide with regards to assessment competency (qualification stage 3). Responsibility is delegated to the RSub from the Membership & Qualifications Committee (MQC), which in turn has delegated responsibility from the Board of Trustees.



The role of the RSub is to assess whether individuals seeking admission to membership of IChemE, transfer between grades, and / or registration, meet the standards set down by the Board of Trustees and by the respective licensing organisations.

Virtual Election Panels (VEPs) are scheduled periodically, via video conference, with meetings typically lasting around two hours. In addition, regular RSub Development Meetings are held, with a focus on driving improvements and implementation of policy. RSub members will also receive regular updates from the Chair via a 'RSub Bulletin' and may at any time be called upon to comment or consult on matters from licensing organisations or initiatives being driven by the MQC.

The Standards Panel and the Karen Burt Award fall within the remit of responsibility of the RSub; each of these has its own Terms of Reference.

### 3. Duties and responsibilities

#### Objective

The Chair leads the Registration Subcommittee (RSub) and is responsible to the Membership & Qualifications Committee (MQC) for ensuring that RSub fulfils its role. The Chair also sits on the MQC. He or she will often act as an ambassador of IChemE's qualifications' activities and may be called upon to present at meetings of the membership.

#### Strategic leadership

- advise the MQC on policy, risk, operational structures, and election processes relating to admissions to, and transfers within, the Membership Register.

#### Operations

- lead the RSub operations, including chairing and facilitating meetings
- oversee the effective conduct of administration of IChemE membership election/transfer processes as applied worldwide
- oversee, through quality assurance procedures (QA), the setting and maintenance of standards, compliance with external licensing body requirements and the consistency of accreditation decision-making
- work with the Standards Panel, to deliver the above
- receive, and action on as necessary, input from the independent Appeals Panel

- monitor decisions taken at meeting and ensure they are fair, consistent, and implemented in a timely manner, and to approve meeting agendas and minutes accordingly
- lead and mentor other RSub members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the RSub
- support and recognise RSub members and to publicise their work to enable retention and new recruitment
- plan for the succession of committee members
- advise on the training and retraining as necessary, of RSub members
- recommend RSub members to work on committees and other activities of the Engineering Council, Science Council and Society of the Environment, as requested, to ensure IChemE's representation
- implement decisions and actions of the MQC as appropriate and applicable
- assist with escalation, which may require discussions with candidates, staff and peer interviewers.

#### External Relations

- liaise and work with the Engineering Council (EngC), Science Council and Society for the Environment (SocEnv) as appropriate and required to retain IChemE's licences to award their respective qualifications
- act as spokesperson and figurehead as appropriate. This also includes sharing good practice and experience within the industry
- encourage and promote an effective relationship between RSub members, volunteer professional reviewers and staff
- liaise with the Chairs of the Appeals Panel and Standards Panel as required.

### 4. Appointment method

A Chair, who must be a current IChemE Fellow, will be typically chosen from the RSub membership and appointed via a Panel including VP Qualifications, the trustee representative on MQC, two further members of MQC and a senior member of staff.

### 5. Period of appointment

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.

### 6. Commitment required

- The Registration Subcommittee Meeting normally takes place five times a year and the Chair is expected to be available for those meetings.
- The Virtual Election Panels are normally held five times a year, and the Chair is expected to be available for those meetings.
- The Membership & Qualifications Committee normally meets four times a year, and the Chair is expected to be available.
- In addition to RSub meetings, other contact - usually electronic or by telephone – will be necessary.
- Time is required to review and prepare papers and correspondence as necessary

## 7. Training

Training will be provided on an *ad hoc* basis by discussion with the Membership Manager and other relevant members of staff / volunteers as appropriate

## 8. Person specification

The Chair must be a Fellow and normally a current member of the Registration subcommittee.

## 9. Other

### Benefits of volunteering:

- benefits own CPD for longer term career development plan and enhances professionalism in a wider context than own specific job role
- support global engineers in their journey to IChemE Chartered Membership
- maintain the global standards of chemical engineering profession and IChemE

### Personal Development

- exposure to technical developments that may be outside of their own experience
- increased understanding on a range of chemical engineering applications in various industries.
- gaining up-to-date understanding of the formation of chemical engineers who are approaching Chartered status and its implications for the profession and their employers.

### Expenses for related activities:

Reasonable travel expenses for travel to in person meetings are met by IChemE. Please refer to IChemE's member expense policy and claim form. Most activity is held online using MS Teams.

### Associated documents:

- [Registration Subcommittee Terms of Reference](#)
- [Membership and Qualifications Committee Terms of Reference](#)

## 10. Additional details

### Area of interest that relates to the role:

- professional development
- membership
- licensing activities
- professional review interviewing
- maintenance of standards and quality

### Is the role location specific?

No

### Number of roles available:

One

### Closing date

Friday 29 September 2023

If you are interested in applying for this role, please email [volunteer@icheme.org](mailto:volunteer@icheme.org) with a copy of your current CV, a few paragraphs setting out suitability for the role, details on any notable volunteering activities and length of time on any relevant committees.

Author: Lisa Cooper

Date: August 2023