

Member Engagement Committee - Committee Member

Volunteer Role Descriptor

1. Vacancy reference

REG/MEC/CM/1.0

2. Background

The purpose of the Member Engagement Committee (MEC) is to support, facilitate and encourage Local Member Groups (LMG) and Branches (the Branches) to deliver Goal One of IChemE Strategy 28+ which concentrates on “supporting a vibrant and thriving profession”.

To achieve this, the MEC will encourage the development of initiatives and activities that maximise member engagement thereby supporting members to respond to the future challenges facing society and the profession and embracing the opportunities resulting from technology change.

3. Main duties and responsibilities

The MEC is accountable for the following tasks:

- encouraging collaboration, cooperation and sharing of ideas between the Branches and Special Interest Groups (SIGs) via the Learned Society Forum (LSF)
- identify new opportunities to support the members through their whole career journey and promote the value proposition of membership
- monitor and report against activities and priorities as defined by annual plans, and member surveys
- providing advice to the Board of Trustees (BoT) and other IChemE structures on LMG strategic and operational matters
- reporting to the BoT on the assessment of member engagement and the delivery of member value
- request, receive, review and comment on activity reports submitted by LMGs and Branches including, but not exclusively, identification, curation and sharing of good practice
- identify and report on LMG and Branch activity that is worthy of recognition

4. Appointment method

Selection process for the committee

- call for nominations from September 2023
- a brief informal online interview with applicants
- selection panel comprising VP Member Engagement, senior staff,, and a member of BoT who will actively work to deliver a diverse and representative committee.
- appointment in December 2023

5. Period of appointment

The initial term will be two years with the potential for a second term to ensure committee continuity.

6. Commitment required

The time estimate is:

- Up to one day per month on IChemE business
- Attendance at six virtual meetings per year, nominally 1.5 hours per meeting

7. Training

Training provided by IChemE

- Committee Induction
- GDPR (General Data Protection Regulations)
- ED&I (Equality, Diversity, and Inclusion) training

IT support will be provided by the Regions team – training will be provided in IT platform if required.

8. Person specification

The role is open to all members of the IChemE – volunteer experience with a MG or SIG will be beneficial but is not essential for all committee members. To ensure a representative committee:

- at least four vacancies will be drawn from members resident in the UK and Ireland
- at least three vacancies will be drawn from resident outside of the UK and Ireland
- up to three additional vacancies may be co-opted by the MEC to address diversity and/or skills gaps

After receiving applications from other grades, we are now particularly looking to increase applications from Chartered and Student members.

9. Other

Expenses: This is a volunteer role and it is envisaged that no expenses will be incurred. Where travel is exceptionally requested by the chair, then expenses will be payable in accordance with IChemE policy.

Benefits:

Opportunity to increase your global network within the chemical engineering community and to give back to your society.

10. Additional details

Area of interest that relates to the role:	<ul style="list-style-type: none"> ▪ Volunteering ▪ Membership ▪ Communities (Member and Special Interest Groups) ▪ Professional Development ▪ Networking
Is the role location specific?	No – all meetings will be online
Number of vacancies	Up to 10
Closing date:	27 November 2023

To apply for this role, please contact volunteer@icheme.org, quoting the role and reference at the top of this document. ***Please provide your CV and a brief statement of why you would be suitable for the role as part of the application.***

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