

# Palm Oil Processing Special Interest Group – Committee Secretary

## Volunteer Role Descriptor

### 1. Vacancy reference

Reg/SIG/POP/CS/1.0

### 2. Background

IChemE's global network of member community groups are central to delivering its vision of advancing chemical engineering's contribution worldwide for the benefit of society.

IChemE member community group activities are devised and delivered by members.

Special Interest Groups create globally accessible programmes of activity and stimulate member involvement within a technical area of interest. Member Groups and Early Careers Groups focus on local activities and networking opportunities.

### 3. Duties, and responsibilities

#### Secretary

Special Interest Group (SIG) Secretaries typically:

- support the Chair in their role as required.
- ensures that communications are directed to the correct recipients.
- gathers communications from appropriate sources and directs them to the right locations / people.
- contribute to the budgeting, planning and delivery of an annual programme of activities.
- prepare the agenda for committee meetings and the Annual Meeting.
- record and circulate minutes of meetings (and other associated documents).

### 4. Appointment method

Elections for all vacant electable positions are to be conducted as part of the Annual Meeting (AM), or as vacancies arise. If you have any queries, please email [specialinterestgroups@icheme.org](mailto:specialinterestgroups@icheme.org)

### 5. Period of appointment

SIG volunteers can stay in their roles for up to three years. Reappointment is possible for a second term of up to three years. A maximum of six years can be served in one position.

### 6. Commitment required

In taking up this voluntary unpaid position and carrying out the relevant duties, the time estimates are:

- the Secretary would be able to spend between three to eight hours per month on IChemE business

## 7. Training

The role is fully supported by the Regions Team and IT. Training will be provided to support members in this role.

Other standard volunteer training, eg General Data Protection Regulations (GDPR) training, will be provided by IChemE. In some instances, an annual update may be required.

## 8. Person specification

To successfully fulfil their role and meet their responsibilities and be able to fulfil the following additional criteria:

- be a member of the Institution and abide by IChemE's By-laws.

## 9. Others

### Benefits of volunteering:

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- provides extensive networking opportunities
- enhances volunteer's own CPD for longer term career development and their professionalism in a wider context than their own specific job role / professional interests
- enhances the volunteer's knowledge of chemical engineering and the opportunities it may offer

### Expenses

No significant expenses are expected to be incurred. IChemE policy for Member expenses outlines what costs can be recovered whilst undertaking volunteer activities on behalf of Member Groups

## 10. Additional details

<b>Area of interest that relates to the role:</b>	<ul style="list-style-type: none"> <li>▪ special interest groups</li> <li>▪ member groups</li> <li>▪ promoting the application of chemical engineering principles and practice in protecting and improving the environment</li> </ul>
<b>Is the role location specific?</b>	No
<b>Total number of volunteers required for role:</b>	One
<b>Closing date:</b>	24 November 2023

To apply please fill put this [online nomination form](#)

Author: Steven Gasser - Associate Director, Regions.

Date: 22 September 2023