

# Books Board Member

## Volunteer Role Descriptor

### 1. Vacancy reference

LS/BBM/1.0

### 2. Background

The purpose of the Books Board is to advise IChemE and its publishing partners, Elsevier, of the institution's book publications strategy and support the strategy by facilitating introductions to suitable contacts. The Board's activities include:

- overseeing the aim and direction of IChemE's strategy for books publication
- identifying gaps and suggesting new books to fit in the series
- where appropriate, suggesting potential authors & reviewers
- reviewing proposals for titles.

### 3. Main duties and responsibilities

As a member of the Books Board you will contribute to the leadership and oversight of Institution's activity as a publisher of books within the scope of IChemE's books publishing strategy by helping us maintain a vibrant and healthy pipeline of books which deliver trusted and useful information on a broad range of topics relevant to chemical engineers. The purpose of this is to further the profession and subject, increasing the visibility of the profession, enhancing the relevance and reputation of the Institution, and generate a source of income for IChemE.

You will have the following core responsibilities:

- Regularly reviewing the books published by IChemE and its publishing partner in your specific area of expertise, identifying any gaps, and suggesting potential authors. Liaising with the relevant IChemE Special Interest Group(s) for feedback and suggestions.
- Reviewing proposals for specific books brought to the Board by IChemE or its publishing partner and to advise whether the title should be included in the IChemE series.

### 4. Appointment method

Applications to join the Books Board can be made at any time. Prospective members should send their CV to [volunteer@icheme.org](mailto:volunteer@icheme.org).

### 5. Period of appointment

Members are appointed onto the Books Board for a period of three years. At the end of this term, individuals may stand for re-election to continue as a committee member for a further three-year period.

### 6. Commitment required

Meetings of the Books Board will normally be held online twice per year. Book proposals may be circulated electronically at any time throughout the year.

In taking up this voluntary unpaid position and carrying out the relevant duties, you would be expected to be able to spend up to one hour per month on IChemE business, including dialling into two telephone conferences per year.

The chair may end a member's tenure of the board if they have not attended any meetings or contributed in any other material way to the work of the Board for a year.

## 7. Training

New Books Board members will be invited to attend a virtual induction meeting with the chair and staff support and will be required to undertake GDPR training.

## 8. Person specification

The Books Board member should fulfil the following criteria:

- possess a strong technical background with particular expertise in one of the following areas:
  - separation technologies;
  - biochemical or bioprocess engineering
  - reaction engineering
- have experience with or a strong interest in books and technical publications
- leadership skills, enabling the member to structure IChemE's offering in their specialist areas
- practical experience with process operations or research publications, or both
- have experience or demonstrate willingness to engage broadly with IChemE's members through IChemE's Special Interest Groups.

It is recognised that no single individual is likely to have experience and/or background in all the criteria above. However, commitment and enthusiasm for the role are essential.

## 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

This is a volunteer role with no significant expenses likely to be incurred.

## 10. Additional details

<b>Area of interest that relates to the role:</b>	We are currently looking to fill expertise gaps on the Board in the areas of separation technologies; biochemical or bioprocess engineering or reaction engineering
<b>Is the role location specific?</b>	<ul style="list-style-type: none"> <li>• No</li> </ul>
<b>Total number of volunteers required for role:</b>	<ul style="list-style-type: none"> <li>▪ Flexible depending on the right person</li> </ul>
<b>Closing date:</b>	30 April 2024

To apply for this role, please contact [volunteer@icheme.org](mailto:volunteer@icheme.org) quoting the role and reference number at the top of this document