

# New Zealand Board Committee Member - Upper South Island Regional Representative Volunteer Role Descriptor

## 1. Vacancy reference

Reg/NZB/2.0

## 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.

National Boards operate under delegated authority from the Board of Trustees. IChemE National Boards (NB) exist to:

- identify strategic priorities for IChemE in New Zealand
- support the Board of Trustees. NB will report through Member Engagement Committee
- ensure compliance with local laws and regulations
- oversee and support Member Engagement Committee (MEC), Member Group (MG) and Special Interest Group (SIG) activity, in New Zealand to ensure alignment with current IChemE strategy
- provide oversight for university and corporate engagement in New Zealand
- create, identify and share good practice

*Note: The New Zealand branch of IChemE is incorporated as IChemE in New Zealand under the Incorporated Societies Act. IChemE in New Zealand represents ~2% of membership with a significant proportion Fellows and Chartered, Board members are elected at the AGM and include representatives from IChemE Member Groups based in New Zealand (currently groups located in Northland, Auckland, Waikato/Bay of Plenty, Taranaki, Lower North Island, Wellington, Upper South Island and Lower South Island) with a further Board member co-opted as a youth representative.*

## 3. Main duties and responsibilities

### General committee members

Volunteers who occupy committee roles typically:

- endeavour to attend all meetings, or send apologies for absence
- prepare for the meeting by reading the agenda, papers, and any emails before the meeting
- share ideas and views
- organise local/regional events with support from IChemE staff
- participate in the planning and delivery of an annual programme of activities

## 4. Appointment method

Selection process for 2024

- call for nominations from January with a March 2024 appointment
- **please provide a brief statement on why you would be suitable for the role to [volunteer@icheme.org](mailto:volunteer@icheme.org)**
- selection panel comprising: New Zealand Chair, Senior Regions Manager Australasia and one New Zealand Board member

- Selection process for 2023 and beyond is intended to be aligned with voting process for Board of Trustees and others in May of each year.

## 5. Period of appointment

Appointments to the National Board are for at least one year.

## 6. Commitment required

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

- Committee Members are expected to be able to spend up to one hour a month for board meetings, plus average of half a day a month for organising events. Usual number of regional events 2 or 3 per year.

## 7. Training

The role is fully supported by the Regions 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
- be willing to co ordinate local events for members

## 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

Unless agreed with Senior Regions Manager, Australasia, in advance, expenses are not covered by IChemE for this role

## 10. Additional details

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

- education
- professional development
- membership
- communities (member and special interest groups)

	<ul style="list-style-type: none"> <li>▪ publications</li> <li>▪ others</li> </ul>
<b>Is the role location specific?</b>	Yes – New Zealand
<b>Vacancies</b>	Upper South Island
<b>Closing date:</b>	30 April 2024
To apply for this role, please contact <a href="mailto:volunteer@icheme.org">volunteer@icheme.org</a> , quoting the role and reference at the top of this document and provide a brief statement on why you would be suitable for the role.	

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