

Learned Society Committee – General Member

Volunteer Role Descriptor

1. Vacancy reference

LS/LSC/GM/1.0

2. Background

The Learned Society Committee (LSC) provides strategic leadership and oversight of Institution's activity as a learned society. All members of the Learned Society Committee are expected to work closely with the Learned Society Groups¹ in IChemE, in order to help deliver IChemE's strategic aims as a learned society.

3. Main duties and responsibilities

1. Maintain a rolling plan, consulting with members (particularly Learned Society Forum) as required, that sets relevant objectives in accordance with IChemE's forthcoming Technical Challenge Report and other priorities identified through the LSC Priority Topics, as well as the IChemE Strategy.
2. Support, review and prioritise project proposals that align with the delivery of the IChemE Learned Society objectives.
3. Develop, support, maintain and report on outputs by Learned Society groups against the objectives within the rolling plan.
4. Establish resource management procedures that ensure activity and costs are delivered within agreed budgets and resource ceilings.

Learned Society activity includes (but not exclusively) the following: knowledge transfer (publishing, seminars, webinars and events), projects, Learned Society groups¹, and medals and prizes.

4. Appointment method

Roles are advertised through the standard IChemE volunteering process. All eligible IChemE members are invited to apply.

Applications should be accompanied by a short CV (up to 3 pages). If desired, candidates can make a personal statement of up to 300 words.

The LSC maintains a skills and diversity matrix, to ensure a capable and diverse membership of LSC. Nominations are reviewed by a group of members against skills and diversity requirements.

Candidates can be asked to attend an interview.

Appointment is by agreement of the full membership of the LSC.

5. Period of appointment

¹ Learned Society Groups include Special Interest Groups, Communities of Practice, Editorial Boards, plus committees, technical advisory groups and working groups in the Learned Society.

Members of the LSC normally serve a three-year term and may stand for re-election once.

6. Commitment required

- around ten hours a month, to include five formal meetings of the LSC per year, optional participating in the quarterly Learned Society Forum, plus interim informal meetings, and additional time in project groups or with Learned Society Groups depending on the activity
- LSC meetings are held virtually and normally start at 8am UK time
- mostly desk-based
- willingness to communicate internationally via virtual conference and electronic mail, and
- up to one face to face meeting per year in UK

7. Training

All new members will be provided with an induction to the role, covering the main areas of responsibility and processes. Ongoing support and mentoring will be provided as required.

Other standard volunteer training, eg General Data Protection Regulations (GDPR) training, will be provided by IChemE.

8. Person specification

Applicants need to be Chartered Members or Fellows of IChemE. They also need to:

- possess a strong background aligned with one or more sectors set out in the current technical requirements (see section 9)
- have strong inter-personal skills to positively engage with other member volunteers and representatives from other member organisations
- possess experience of managing related corporate, government or academic activity
- demonstrate an understanding of, and support for, IChemE's learned society activity, and demonstrate a commitment to further this in accordance with the strategy approved by the Board of Trustees
- exhibit enthusiasm to champion the Learned Society activity and to develop and maintain the IChemE's strategy that reflects the diverse range of employment undertaken by chemical engineers
- bring international experience, or desire to lead IChemE for work that has international reach
- recognise the need to engage experts from a wide range of backgrounds wherever they can be accessed
- have experience or demonstrate willingness to engage broadly with IChemE's members through the Learned Society Forum and the Learned Society Groups¹, and
- demonstrate a willingness to act as the representative of Learned Society Committee position in meetings with members

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. Current technical requirements

The Learned Society Committee specifically welcomes applications from members with a background in one or more of the following skill areas:

- water and sanitation
- process safety
- Food, health and wellbeing
- project management

Members from different sectors are all welcome to apply – industry, academic, government, other backgrounds.

10. Additional details

Area of interest that relates to the role: <i>(delete as appropriate):</i>	<ul style="list-style-type: none"> ▪ learned society ▪ education ▪ communities (member and special interest groups) ▪ publications
Is the role location specific?	<ul style="list-style-type: none"> ▪ No
Total number of volunteers required for role:	4
Closing date:	2 May 2024

To apply for this role, please contact volunteer@icheme.org, quoting the role and reference number at the top of this document

Applications should be accompanied by a short CV (up to 3 pages). If desired, candidates can make a personal statement of up to 300 words.

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