

# National Board Singapore - Committee roles

## Volunteer Role Descriptor

### 1. Vacancy reference

SP/NB//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.

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

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

Note Singapore is a branch of IChemE UK charity. The Singapore Board Charter can be found [here](#)

### 3. Main duties and responsibilities

#### Chair – one position

The Chair ensures the Board functions properly, that relevant matters are discussed and that effective decisions are made and carried out within the parameters of the Board's authority.

The Chair is the primary point of contact for the Vice President – Member Engagement, Chief Executive and appointed Senior IChemE Staff member, and others as appropriate.

The duties of the Chair include:

- representing the profession within their country as the most senior member of IChemE
- representing their country on the Member Engagement Committee
- chairing a National Board which requires diplomacy and leadership skills

#### Vice Chair – two positions

The Vice Chairs should work closely with the Chair to assist with their tasks.

One of the Vice-Chairs will be appointed by the Board to deputise for the Chair in his or her absence.

One position looks after Student/Young Engineers and the other for the local SIGs.

#### Secretary – one position

The Secretary is accountable and responsible for preparation ahead of meetings, taking meeting minutes, maintaining records and dealing with National Board correspondence. Where staff support is available the Secretary will remain accountable, but they will be able to liaise with staff responsible for specific activities.

They should be a highly organised individual with excellent attention to detail and experience in similar areas requiring administration skills.

### **Treasurer- one position**

Treasurer is to maintain an overview of the National Board's financial performance in line with budgeted activity. Primary point of contact as appropriate on budget matters.

The Treasurer should normally be a Chartered Member or Fellow. They should have significant experience in managing budgets or other financial matters.

### **Board Members (up to 7 positions overall):**

The ordinary Board Members shall assist in the general administration of the Branch and perform any duties assigned by the Board from time to time.

### **Board Member(s) - Member Group(s)/SIG(s) – 5 positions**

Reflecting a key component of the Vice President – Member Engagement remit, the Member Groups portfolio aims to encourage and support MG/SIG activity in developing a local programme of activity and sustainable volunteer base.

The postholder should be experienced in developing and executing programmes of activity and have played an active role in their local MG/SIG, national or international SIG activities (or similar).

Relevant IChemE activities the post-holder should develop an understanding of and, where appropriate, participate in are; the support available from the Regions team, the annual Member Group planning & budgeting cycle, and how local MGs/SIGs can form an integral part of international Learned Society activity.

This might be separated out by local SIG activity.

### **Board Member – Young Engineers Group- one position**

Recognising the personal, academic and early career journey that young members are on, the Early Career Board Member aims to provide a focus on engaging the talent pipeline for the profession.

The postholder should have recent personal experience of the student and graduate stages, ideally having been a Student Member and now being an Associate Member conscious of their initial professional development on their journey towards being a Chartered Member, or perhaps having recently achieving chartered status.

Relevant IChemE activities the post-holder should develop an understanding of and, where appropriate, participate in are DiscoverChemEng, student participation in Member Groups, approved and accredited company training schemes from the perspective of the trainee, and the assessment process for Technician, Associate and Chartered Member grades.

### **Board Member – Fellows Group- one position**

Recognising the position in their career journey that senior members have achieved, the Fellows Board Member aims to provide a focus on engaging the senior members of the profession. The postholder should have achieved Fellow status. The post-holder should develop an environment for senior members of the profession to interact and provide support to the development of younger members and the future of the profession.

## **4. Appointment method**

Elections for all vacant electable positions are to be conducted as part of the Annual General Meeting (AGM) which is scheduled for Wednesday 26 June 2024

- Fellows, Chartered and Associate members shall be classed as voting members with the local board with which they are associated as per IChemE by laws and may stand for election to the Board, provided they have the support of a nominator and seconder
- the Seconds should also be eligible for the role
- note the candidate may self-nominate (each nomination requires a minimum of 2 supporters (one of which may be the nominee))

To apply for these roles please fill out this [Singapore Board Online Nomination Form](#)

You will be required to provide supporter details for your nomination.

All forms must be received by close of business Tuesday 25 June 2024. Earlier submission is appreciated. Any queries please contact [singaporemembers@icheme.org](mailto:singaporemembers@icheme.org)

## 5. Period of appointment

The term of office for each member of the board is one year. All positions are open for election each year and all incumbents can stand for re-election except the Treasurer who is limited to two consecutive terms only.

## 6. Commitment required

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

- Chair is expected to be able to spend up to 2 days per month on IChemE business.
- Secretary, Treasurer and other Board Positions is approximately 2 hours per month.

## 7. Training

The role is fully supported by the Member Engagement team. Training will be provided to support members in this role.

Other standard volunteer training, e.g. 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.
- have residence in Singapore

Some positions have additional requirements:

- ideally the Chair should be a Chartered member.
- treasurer should possess a good understanding of financial management and management accounting and financial reporting.

## 9. Others

**Expenses for the activities:**

Unless agreed with the Head of Regional Operations, Australasia, in advance, expenses are not covered by IChemE for this role.

**Benefits:**

Opportunity to increase your profile in the Singaporean chemical engineering community and to give back to your society.

## 10. Additional details

<b>Area of interest that relates to the role:</b>	<ul style="list-style-type: none"><li>▪ education</li><li>▪ professional development</li><li>▪ membership</li><li>▪ communities (member and special interest groups)</li></ul>
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<b>Is the role location specific?</b>	Yes – Singapore
<b>Total number of volunteers required for role:</b>	11-12
<b>Closing date:</b>	25 June 2024

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If you require any further assistance, please contact [volunteer@icheme.org](mailto:volunteer@icheme.org)

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