

# National Early Careers Group Malaysia Committee Member

## Volunteer Role Descriptor

### 1. Vacancy reference

MY/NECGM/CM/1.0

### 2. Background

The purpose of IChemE's National Early Careers Groups is to facilitate collaboration, the exchange of ideas and good practice between an inter-connected community of Early Career Engineers (ECE) in collaboration with staff and regional groups to: -

- Inspire future engineers
- Support chemical engineering students
- Provide information, and professional development opportunities to early careers professionals

To encourage and nurture effective communication between:

- IChemE Early Career members and appropriate IChemE groups/forums
- Recent graduates and early careers professionals

Membership of the National Early Careers Group is typically drawn from Student, Affiliate and Associate members of IChemE in the relevant country. Typically, representatives will be drawn from Local Member Groups (LMG) and the composition should be reviewed to ensure a balanced representation from each National Region or LMG. Each Group reports back to the Member Engagement Committee.

All representatives of the National Early Careers Group will be IChemE members, preferably working towards professional registration. An early career member is defined as a member of IChemE less than 10 years into their professional career.

### 3. Main committee positions, duties, and responsibilities

Volunteers who occupy committee roles typically:

- endeavour to attend all meetings, or send apologies for absence
- provide comments on papers where you are unable to attend
- prepare for the meeting by reading the agenda, papers, and any emails before the meeting
- share ideas and views
- demonstrate skills, knowledge and interests that relate to specific MG or SIG (Special Interest Groups) volunteer roles (e.g., STEM liaison, University liaison, PEI engagement, event's organiser etc.)
- take ownership and accountability for the fulfilment of assigned tasks
- participate in the planning and delivery of an annual programme of activities supporting IChemE's strategy

We are particularly looking for committee members who will fulfil the following tasks:

- **Social Media Lead** - as a social media lead, plan, schedule and post about our activities across our media channels.
- **Creative Lead** - create media material. Media posts must be produced in conjunction with IChemE branding guidelines.
- **Events & Webinar Lead** - support, develop and attend committee events both virtually and in person.
- **Outreach Lead** - foster collaboration and lead efforts to connect with student chapters, universities, and other professional engineering institutions (PEI).
- **Article Lead** - administer the NECC newsletter for members.

On the application form you will be given the opportunity to specify a preference of these tasks.

### 4. Appointment method

There is not an election requirement for this general Committee Member role. Appointments are made as part of the group's Annual Meeting (AM), or as vacancies arise.

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

Please contact [volunteer@icheme.org](mailto:volunteer@icheme.org) if you need any further information.

### 5. Period of appointment

Early Career Group volunteers can stay in their roles for up to 2 years. Reappointment is possible for a second term of up to 2 years. A maximum of 4 years can be served in one position.

### 6. Commitment required

In taking up this voluntary unpaid position and carrying out the relevant duties, the estimated time that volunteers spend supporting committee roles is between two to four 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, eg General Data Protection regulations (GDPR) training, will be provided by IChemE.

## 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 ideally with ambition to achieve professional qualification
- abides by IChemE's By-laws

An early career member is defined as a member of IChemE less than 10 years into their professional career.

## 9. Others

### Expenses for the activities:

The opportunities outlines are volunteer roles with no significant expenses likely to be incurred. IChemE policy to member expenses outlines what costs can be recovered whilst undertaking volunteer activities on behalf of member groups, special interest groups or early careers groups.

### 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 (Continuous Professional Development) for longer term career development and their professionalism in a wider context than their own specific job role / professional interests.

## 10. Additional details

<b>Area of interest that relates to the role:</b>	<ul style="list-style-type: none"> <li>▪ early careers</li> <li>▪ mentoring</li> <li>▪ special interest groups</li> <li>▪ member groups</li> </ul>
<b>Is the role location specific?</b>	Yes – Malaysia
<b>Total number of volunteers required for role:</b>	8-10
<b>Closing date:</b>	30 June 2024

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

For further information please contact the volunteer team on [volunteer@icheme.org](mailto:volunteer@icheme.org)

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Date: 03 June 2024