

National Early Careers Group Malaysia – Committee

Secretary

Volunteer Role Descriptor

1. Vacancy reference

MY/NECG/CS/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. Duties and responsibilities

Early Careers Secretaries typically:

- support the Chair in their role as required
- ensures that communications are directed to the correct recipients
- gathers communications from appropriate sources and directs them to the right locations / people
- contribute to the budgeting, planning and delivery of an annual programme of activities
- prepare the agenda for committee meetings and the Annual Meeting
- record and circulate minutes of meetings (and other associated documents).

4. Appointment method

Elections for all vacant electable positions are to be conducted as part of the Annual Meeting (AM), or as vacancies arise. To apply please complete [this online nomination form](#) If you have any queries, please email volunteer@icheme.org

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 time estimates are:

- it is anticipated that the Secretary would be able to spend between two to four hours per month on IChemE business

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

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 (Continuous Professional Development) 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:

No significant expenses are expected to be incurred. IChemE policy for Member expenses outlines what costs can be recovered whilst undertaking volunteer activities on behalf of Special Interest Groups.

10. Additional details

Area of interest that relates to the role:	<ul style="list-style-type: none"> early careers
Is the role location specific?	Yes – Malaysia
Number of volunteer vacancies:	One
Closing date:	30 June 2024

For further information, please contact volunteer@icheme.org

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

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