

National Early Career Group Malaysia – Committee

Treasurer

Volunteer Role Descriptor

1. Vacancy reference

MY/NECG/CT/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 Career Treasurers typically:

- contribute to the planning and delivery of an annual programme of activities
- have the responsibility for the preparation of a budget to resource the group's annual plan of activities
- operate the group's finances
- review the quarterly financial report provided by IChemE

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:

- Treasurers are expected to be able to spend between two to four hours per month on IChemE business. This may increase slightly during the budget cycle.

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.

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 development
- abides by IChemE's By-laws
- possess a good understanding of financial management, management accounting and financial reporting

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

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 Member Groups

10. Additional details

Area of interest that relates to the role:	<ul style="list-style-type: none"> ▪ early careers ▪ mentoring ▪ special interest groups ▪ member groups
Is the role location specific?	Yes – Malaysia
Total number of volunteers required for role:	One
Closing date:	30 June 2024
To apply please fill out this online application form	
For further information please contact the volunteer team on volunteer@icheme.org	