

# National Board Australia – Early Career Board Member

## Volunteer Role Descriptor

### 1. Vacancy reference

NBA/EC/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.

IChemE's National Board exists to:

- identify strategic priorities for IChemE in Australia
- 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 Australia to ensure alignment with current IChemE strategy
- provide oversight for university and corporate engagement in Australia
- create, identify and share good practice

Note Australia is a branch of IChemE UK charity and represents ~8% of membership with a significant fraction Fellows and Chartered. The Board is comprised of representatives from each of the five IChemE Member Groups based in Australia (the state groups located in Queensland, NSW, Victoria, South Australia, and Western Australia) with further Board members co-opted in a range of portfolio areas.

### 3. Main duties and responsibilities

#### Board Member – Youth/Early Career Board Member

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.

#### 4. Appointment method

Selection process for 2024

- Call for nominations in April and May 2024
- **Please provide a brief statement on why you would be suitable for the role.**
- Selection panel comprising: Australian Chair; and one Australian State Group Chair ,Head of Regional Operations, Australasia
- Appointment by June 2024

#### 5. Period of appointment

Appointments to NB are for at least one-year

#### 6. Commitment required

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

- Youth/Early Career Board Member is expected to be able to spend up to 2 days per month on IChemE business.

#### 7. Training

The role is fully supported by the Regions and IT. 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

#### 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 Australian chemical engineering community and to give back to your society.

#### 10. Additional details

##### **Area of interest that relates to the role:**

- education
- professional development
- membership
- communities (member and special interest groups)
- publications
- others:

<b>Is the role location specific?</b>	Yes – Australia
<b>Total number of volunteers required for role:</b>	One
<b>Closing date:</b>	Monday 20 May 2024
To apply for this role, please contact <a href="mailto:volunteer@icheme.org">volunteer@icheme.org</a> , quoting the role and reference at the top of this document	

Author: Natalie Angelone
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