

# Particle Technology Special Interest Group Committee Member Role Descriptor

## 1. Vacancy reference

SIG/PTCM/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.

Member groups (MGs), special interest groups (SIGs), and early careers groups (ECGs) create globally accessible output, local activities, and networking opportunities.

## 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 volunteer roles (e.g., STEM liaison, University liaison, PEI engagement, events 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 Co-Ordinator** - as a social media co-ordinator, plan, schedule and post about our activities across our media channels
- **Events & Webinar Co-Ordinator** - support, develop and attend committee events both virtually and in person.
- **IChemE Connect Representative** – lead on and support other committee members with the use of IChemE Connect to contribute to relevant discussions

## 4. Appointment method

Elections for all vacant electable positions are to be conducted as part of the Annual Meeting (AM), or as vacancies arise. Please contact the Regions Team for more information contact [specialinterestgroups@icheme.org](mailto:specialinterestgroups@icheme.org).

## 5. Period of appointment

Member group and SIG Committee volunteers can stay in their roles for up to three years. Reappointment is possible for a second term of up to three years. A maximum of six years can be served in one position.

Early career committee volunteers can stay in their roles for up to two years. Reappointment is possible for a second term of up to two years. A maximum of four 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 four to eight 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. In some instances, an annual update may be required.

## 8. Person specification

To successfully fulfil their role and meet their responsibilities, committee members

- are a member of the Institution and abide by IChemE's By-laws
- demonstrate skills, knowledge and interests that relate to specific MG or SIG volunteer roles

## 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 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>▪ special interest groups</li> <li>▪ member groups</li> </ul>
<b>Is the role location specific?</b>	No
<b>Total number of volunteers required for role:</b>	The number of general committee vacancies of this nature will vary from group to group. It is anticipated that there are typically between three to eight opportunities per committee that could be available for members

<b>Closing date:</b>	5 August 2024
To apply please fill out <a href="#">this online application form</a>	
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Date: 07 June 2024	