

National Early Careers Group – Committee Secretary

Volunteer Role Descriptor

1. Introduction

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.

2. What you will be doing

Secretary

Early Career Secretaries typically:

- support the Chair in their role as required
- ensure 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).

3. About you

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.

4. How you will benefit

- receive an IChemE Volunteer badge recognising your support and contribution
- personal satisfaction that your contribution helps to support a global network of young chemical engineers.
- provides extensive networking opportunities
- enhances your own CPD and their professionalism in a wider context than your own specific job role / professional interests
- enhances your knowledge of chemical engineering and the opportunities it may offer

5. Time commitment

Secretaries are expected to be able to spend between three to six hours per month on IChemE business.

6. Period of appointment

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.

(note: Early Career Volunteer roles are typically shorter in nature do the migratory nature of undergraduate / graduate careers)

7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website. Please include a supporting statement highlighting your interest in and suitability for the role.

8. Induction & training

The role is fully supported by the Member Engagement Team. Training will be provided to support members in this role.

9. Further information

Expenses for the activities:

No significant expenses are expected to be incurred. IChemE [Expense policy for members and volunteers](#) outlines what costs can be recovered whilst undertaking volunteer activities on behalf of member groups.

For further information please contact volunteer@icheme.org

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