

Governance Committee member

Volunteer Role Descriptor

1. Introduction

Established in 2020, IChemEs Governance Committee's role is to regularly review the Institution's governing documents (Royal Charter, By-Laws, Code of Conduct & Ethics, Disciplinary Regulations). The Committee reports to and advises the Board of Trustees and ensures that the governing documents remain up to date, relevant to the needs of the Institution, compliant with external regulatory and relevant legislative requirements, and published guidelines and recommendations of the Charity Commission.

2. What you will be doing

The Governance Committee is responsible for:

- Keeping the Royal Charter & By-Laws under regular review to ensure that any necessary changes are identified and submitted at the appropriate time;
- Regularly reviewing the Code of Conduct & Ethics and Disciplinary Regulations;
- Having ownership of the overall committee structure and their schedule of delegation, and oversight of the Terms of Reference of the committees reporting directly to the Board of Trustees;
- Reviewing the relevant governance Regulations to ensure they reflect current processes;
- Ensuring that any necessary changes are submitted to the relevant approval bodies at the appropriate time;
- The governance framework and the governance policies.

3. About you

The Governance Committee comprises of six members: the current President, Immediate Past President, the Deputy President and three IChemE members (Fellows or Chartered Members).

Members of the Governance Committee should, therefore, be an IChemE Fellow or Chartered Member with an interest in the governance of the Institution.

Prior governance experience is desirable and will be highly regarded, but is not essential.

4. How you will benefit

There are many benefits to volunteering, including:

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- extensive networking opportunities

- continuing professional development (CPD)
- enhanced knowledge of chemical engineering and the opportunities it may offer
- you'll receive an IChemE Volunteer badge recognising your support and contribution

5. Time commitment

The Governance Committee will normally meet four times a year, in January, April, July and October.

The meetings will usually be held virtually and each meeting would be scheduled to last around two hours.

In addition to the regular meetings, other contact between Committee members – usually electronic or by teleconferencing/telephone – may, on occasion, also be necessary.

6. Period of appointment

Committee members are appointed for an initial term of three years. They may be appointed for one further three-year term, with terms commencing at the time of the Institution's Annual General Meeting.

7. How to apply & appointment method

Please apply using the "apply now" button on this advert on the website. Please complete the application form and provide a short statement (200 words) on why you are interested in the Governance Committee and a short statement (200 words) on relevant skills and experience you can bring to the Committee.

You will also need to email your CV to volunteer@icheme.org

Applications received will be reviewed by a selection committee comprising the current IChemE President (Raffaella Ocone), one other member of the Governance Committee and the IChemE Chief Executive. The selection committee will identify the preferred candidate(s) for approval by the Board of Trustees

8. Induction & training

New volunteers are required to complete GDPR training, provided by IChemE, and attend a short on-boarding session.

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.

Is the role location specific?	No
Number of roles available	One

For further information please contact volunteer@icheme.org

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