

Registration Subcommittee Vice Chair

Volunteer Role Descriptor

1. Introduction

The Institution of Chemical Engineers (IChemE) is a registered charity and is incorporated by Royal Charter. As a registered charity, IChemE is regulated by the Charity Commission in England and Wales.

The Registration Subcommittee (**'RSub'**) is responsible to the Membership & Qualifications Committee (**'MQC'**) for overseeing the admission of applicants to professionally qualified grades of membership, registration and Fellowship.

Further detail can be found in the committee [Terms of Reference](#).

2. What you will be doing

1. Chair Registration Subcommittee meetings when the Chair is not available
2. Support the Chair and IChemE staff in the facilitation of committee activities required to deliver items of the Business Plan
3. Report on Registration Subcommittee matters to MQC, and vice versa when the Chair is unavailable
4. Support the Chair and IChemE staff to ensure the committee (and related assessment activities) operate in a manner that is compliant with, but does not unnecessarily exceed, IChemE and Regulator regulations and guidance
5. Work with IChemE staff to handle exceptional issues
6. Arrange an introductory meeting with new Committee members
7. Support active discussion on IChemE Connect, as well as supporting replies

All committee members shall promote and champion the approvals, qualifications, and registration activities of the Institution.

All committee members shall maintain confidentiality of all sensitive information.

A Vice-Chair can act when the Chair is unavailable or must withdraw due to a conflict of interest.

3. About you

The Vice Chair should be a Chartered Member or Fellow of IChemE and hold CEng registration.

Experience of being a committee Chair or Vice Chair is desirable but not mandatory.

All Registration Subcommittee members, other than IChemE employees, are volunteers of the Institution and are expected to adhere to the [Volunteer Conduct Principles](#) and must have regard to the policies and procedures set out in the [Volunteer Handbook](#).

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
- volunteering contributes to your continuing professional development (CPD)

- enhances your knowledge of chemical engineering and the opportunities it may offer

5. Time commitment

The Registration Subcommittee shall usually meet five or six times a year but may meet more often as business demands. The meetings shall normally be held virtually and shall be scheduled to facilitate the attendance of the Committee's global membership.

6. Period of appointment

The term shall normally be **three years**. However, the Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and continuity of committee membership.

7. How to apply & appointment method

The Vice Chair shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance. The selection panel shall work actively to deliver a diverse and representative committee.

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

8. Induction & training

Appropriate training and support will be made available by IChemE.

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
--------------------------------	----

For further information please contact volunteer@icheme.org

Author: Rachel Baxter-Smith

Date: 14 April 2025