

# Standards Subcommittee 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 Standards Subcommittee reports to Membership and Qualifications Committee with specific responsibility for overseeing the correct application of standards to the admission and re-admission to, and transfer of Members within the Membership Roll, specifically the assessment standards applied to all the professionally qualified grades of membership and registrations.

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

### 2. What you will be doing

The Chair leads the Standards Subcommittee and is responsible to the Membership & Qualifications Committee (MQC) for ensuring that Standards Subcommittee fulfils its role.

1. Chair Standards Subcommittee meetings and, with staff, ensure out of meeting activities take place according to the agreed plan
2. With IChemE staff, carry out succession planning for Standards Subcommittee itself and the relevant assessor pools
3. With IChemE staff, facilitate committee activities required to deliver items of the Business Plan related to accreditation
4. Report on Standards Subcommittee matters to MQC, and vice versa
5. Conduct periodic review of the committee and monitor the performance and effectiveness of accreditation-related activities
6. Work with 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
7. Work with IChemE staff to handle exceptional issues

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 Chair should have significant experience and knowledge professional qualification, registration and regulatory requirements.

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

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

All Standards 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

Meetings will be held quarterly; however, much of the committee's work will be handled via SharePoint/other electronic methods, without the need for meetings

Meetings shall normally be virtual and shall be scheduled to facilitate the attendance of the global membership.

The Chair is also an ex-officio member of [Membership and Qualifications Committee](#), which usually meets quarterly.

#### 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 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](mailto:volunteer@icheme.org)

Author: Rachel Baxter-Smith
Date: 14 April 2025