

# Standards 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 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

1. Chair Standards 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 Standards 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 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.

## 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

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
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For further information please contact [volunteer@icheme.org](mailto:volunteer@icheme.org)

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