

# Underpinning knowledge and understanding (UKU) panel – 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 UKU Panel reports to the Education Subcommittee (EdSub) and ratifies the assessments carried out of the underpinning knowledge and understanding of applicants for professionally qualified membership/registration who do not have exemplifying qualifications.

Further detail can be found in the panel's Terms of Reference.

### 2. What you will be doing

1. Chair UKU panel meetings when the Chair is not available
2. Approve items for 'Chairs' delegated authority' in line with policy, when the Chair is not available
3. Work with the Chair and IChemE staff to ensure the committee (and related assessment activities) operates in a manner that is compliant with, but does not unnecessarily exceed, IChemE and Regulator regulations and guidance
4. Work with IChemE staff to handle exceptional issues
5. Act when the Chair must withdraw due to conflict of interest
6. Arrange an introductory meeting with new panel members
7. Support active discussion on IChemE Connect

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.

### 3. About you

The Vice Chair should have significant experience of the assessment of UKU

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

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

All UKU panel 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 UKU Panel usually meet 8-10 times a year. The meetings shall normally be held virtually and shall be scheduled to facilitate the attendance of the Committee's global membership.

The Vice Chair is also an ex-officio member of EdSub, 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 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 statement outlining how you will contribute to the committee meeting its purpose, duties and responsibilities, and which skills and experience you have to support this.

### 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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Number of roles available	One
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If you would like more information on this volunteer role or would like to have a discussion before applying please contact Rachel Baxter-Smith, Director of Qualifications at [rbaxter-smith@icheme.org](mailto:rbaxter-smith@icheme.org)

Author: Rachel Baxter-Smith

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