

Registration Subcommittee (RSub) Supporting Reviewer

Volunteer Role Descriptor

1. Introduction

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.

The Supporting Reviewer will support the RSub in its ratification of election/transfer of members to professionally qualified membership of the institution, and to external registers. The Supporting Reviewer is not a member of RSub and is not usually required to attend committee meetings.

2. What you will be doing

- Partnering with a member of RSub to ratify Professional Reviewer recommendations, thereby ensuring standards are consistently applied and upheld
- Highlighting any anomalies that require consideration at the next upcoming subcommittee meeting

3. About you

- Chartered Members or Fellows* of IChemE, who hold CEng registration, preferably who are experienced Professional Reviewers.
- *Fellows must be Chartered Chemical Engineers or Professional Process Safety Engineers

4. How you will benefit

- receive an IChemE Volunteer badge recognising your support and contribution
- personal satisfaction that your contribution helps to support a global network of young chemical engineers.
- provides extensive networking opportunities
- enhances your own CPD and your professionalism in a wider context than your own specific job role / professional interests
- enhances your knowledge of chemical engineering and the opportunities it may offer
- receive deeper insight into the election and subcommittee processes of IChemE
- opportunity to identify trends and issues to build into future communications and training for the Professional Reviewer community

5. Time commitment

- Approximately 3 hours every other month, in advance of each scheduled meeting of the RSub. Dates will be scheduled and published on an annual basis. This is separate to any Professional Reviewer activity undertaken.

6. Period of appointment

The Term will normally be **three years** and may be renewed for a further term.

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.

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 – activity is carried out virtually
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For further information please contact volunteer@icheme.org

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