

# Standards Subcommittee Member

## Volunteer Role Descriptor

### 1. Introduction

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

- setting test papers for assessors
- reviewing test papers
- observing interviews
- providing feedback to newly trained assessors
- providing feedback/coaching to individual assessors as required
- reviewing cases where the Registration Subcommittee review does not concur with the original assessors' decision or where the decision is not to elect
- identifying trends and issues
- producing Lessons Learned Bulletins for dissemination
- producing highlight reports for other relevant subcommittees for consideration and potential action
- contributing improvements to assessor training (initial training and refresher training)

### 3. About you

Members of Standards Subcommittee are Chartered Members/Fellows of IChemE, are CEng registered, and are experienced reviewers with prior experience of IChemE assessment.

### 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 of office for all members shall normally be three years and may be renewed for a

further term of up to three years with the approval of the Nominations Committee. 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, Vice Chair and other members 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 Subcommittee.

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

The Standards Committee shall:

- have access to sufficient resources for it to carry out its duties;
- be provided with, and expected to engage actively with, appropriate training in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules and regulations as appropriate;
- arrange for periodic review of its own performance, and at least annually review the Terms of Reference for the RSub and sub-panels to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to MQC

## 9. Further information

### Expenses for the activities:

There are no expected expenses for this role. Any expenses must be agreed in advance.

Is the role location specific?  No

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

Author: Rachel Baxter-Smith

Date: 11 April 2025