

Member Group Committee Secretary

Volunteer Role Descriptor

1. Introduction

IChemE's global network of member community groups are central to delivering its vision of advancing chemical engineering's contribution worldwide for the benefit of society.

IChemE member community group activities are devised and delivered by members.

Member Groups, Special Interest Groups and Early Careers Groups create globally accessible output, local activities, and networking opportunities.

Full details can be found in the [IChemE Member Groups Terms of Reference](#).

2. What you will be doing

Member Group Secretary's typically:

- support the Chair in their role as required
- ensure that communications are directed to the correct recipients
- gathers communications from appropriate sources and directs them to the right locations / people
- contribute to the budgeting, planning and delivery of an annual programme of activities
- prepare the agenda for committee meetings and the Annual Meeting
- record and circulate minutes of meetings (and other associated documents).

3. About you

For this role, you are required to be an IChemE member and working or living within an appropriate location to the member group.

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 Secretary may spend four to six hours per month on IChemE business.

6. Period of appointment

Member group committee volunteers can stay in their roles for up to three years. Reappointment is possible for a second term of up to three years. A maximum of six years can be served in one position.

7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website. Please include a short supporting statement outlining your interest in and suitability for this volunteer role.

Elections for all vacant electable positions are to be conducted as part of the group’s Annual Meeting (AM), or as vacancies arise.

8. Induction & training

The role is fully supported by the IChemE Member Engagement Officers and team. Training will be provided to support members in this role.

Other standard volunteer training, eg General Data Protection Regulations (GDPR) training, will be provided 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?	Yes
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Number of roles available	1
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For further information please contact volunteer@icheme.org