

New Zealand National Board- Deputy Chair

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.

National Boards operate under delegated authority from the Board of Trustees. IChemE National Boards (NB) exist to:

- identify strategic priorities for IChemE in New Zealand
- support the Board of Trustees. NB will report through Member Engagement Committee
- oversee and support Member Engagement Committee (MEC), Member Group (MG) and Special Interest Group (SIG) activity, in New Zealand to ensure alignment with current IChemE strategy
- provide oversight for university and corporate engagement in New Zealand
- create, identify and share good practice.

IChemE in New Zealand represents ~2% of membership with a significant proportion Fellows and Chartered, Board members are elected at the AGM and include representatives from IChemE Member Groups based in New Zealand (currently groups located in Northland, Auckland, Waikato/Bay of Plenty, Taranaki, Lower North Island, Wellington, Upper South Island and Lower South Island) with a further Board member co-opted as a youth representative.

Further details can be found in the [Terms of Reference](#)

2. What you will be doing

Chair – Position currently filled.

Note description of Chair role is included as Deputy Chair generally becomes Chair after one year.

The Chair ensures the Board functions properly, that relevant matters are discussed and that effective decisions are made and carried out within the parameters of the Board's authority. Ideally the role would be for a two-year period.

The Chair is the primary point of contact for the Vice President – Member Engagement and appointed Senior IChemE Staff member, and others as appropriate.

The Chair of the New Zealand National Board is a key leadership role within IChemE, not only through their oversight of the Board but also as a member of the Board of Trustees, who are collectively responsible for the strategic direction of the Institution globally.

The duties of the Chair include:

- representing the profession within their country as the most senior member of IChemE
- representing their country on APCChE
- chairing a National Board which requires diplomacy and leadership skills. To build effective relationships with and between board members, encouraging trust and respect

- ensuring that activities undertaken under the purview of the New Zealand National Board and New Zealand-based Member Groups are aligned and contribute strongly to the strategy and vision of the Institution
- overseeing the selection, on-boarding and ongoing mentoring of the Deputy Chair / Incoming Chair and to otherwise ensure effective succession planning within the National Board
- liaise with other New Zealand bodies, e.g., Engineering New Zealand, as a representative of IChemE in the best interests of the profession and our members, including as an ex officio member of the Australia and New Zealand Federation of Chemical Engineering
- ensure the National Board functions properly with full participation during meetings, that all relevant matters are discussed, and effective decisions are made and carried out within the parameters of the Board's authority

Deputy Chair

The Deputy Chair role has the same requirements as the Chair. The Deputy Chair should work closely with the Chair to assist with their tasks. The Deputy Chair will progress to Chair once the incumbent's term has ended.

The Deputy Chair would act as back up to the Chair. After one year as Deputy, would move into the Chair role for, ideally, a two-year period. The duties would then be those of the Chair.

After a two-year period the Chair would then become the outgoing Chair to assist the new Chair.

3. About you

- To successfully fulfil their role and meet their responsibilities and be able to fulfil the following additional criteria:
- be a member of the Institution
- Chair and Deputy Chair are Chartered members

4. How you will benefit

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- extensive networking opportunities
- continuing professional development (CPD)
- enhanced knowledge of chemical engineering and the opportunities it may offer
- you'll receive an IChemE Volunteer badge recognising your support and contribution

5. Time commitment

Deputy Chair role is anticipated to spend around eight hours per month on IChemE Business .

6. Period of appointment

Deputy Chair, appointments to National Board are for at least one-year however would be a commitment of four years with two as Chair and the final as outgoing Chair.

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

The role is fully supported by the Australasia 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. In some instances, an annual update may be required.

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	One
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For further information please contact volunteer@icheme.org

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