

New Zealand Board Committee Member

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
- ensure compliance with local laws and regulations
- 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

Note: IChemE in New Zealand represents ~2% of membership with a significant proportion Fellows and Chartered, Board members are elected 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.

2. What you will be doing

General committee members

Volunteers who occupy committee roles typically:

- endeavour to attend all meetings, or send apologies for absence
- prepare for the meeting by reading the agenda, papers, and any emails before the meeting
- share ideas and views
- organise local/regional events with support from IChemE staff
- participate in the planning and delivery of an annual programme of activities

3. About you

In order to volunteer in this role you will be a member of IChemE and be willing to co-ordinate local events for 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

Committee Members are expected to be able to spend up to one hour a month for board meetings, plus average of half a day a month for organising events. Usual number of regional events 2 or 3 per year.

6. Period of appointment

Appointments to the National Board are for at least one year.

7. How to apply & appointment method

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

Applications will be reviewed by a selection panel comprising of New Zealand Chair, IChemE Director, Asia Pacific and one New Zealand Board Member.

8. Induction & training

Training will be provided to support members in this volunteer 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?	Yes
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For further information please contact volunteer@icheme.org

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