

Membership and Qualifications Committee Member

Volunteer Role Descriptor

1. Introduction

The Institution of Chemical Engineers (IChemE) is a registered charity and is incorporated by Royal Charter. As a registered charity, IChemE is regulated by the Charity Commission in England and Wales.

The Membership and Qualifications Committee (MQC) is responsible to the Board of Trustees (The Board) for the role of the Institution as a qualifying body.

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

2. What you will be doing

Members of Membership and Qualifications Committee have a collective duty and responsibility to ensure appropriate oversight of:

- the establishment and maintenance of standards
- the election of persons to the Register of members
- the transfer of persons between membership grades/registration
- the accreditation of academic and IPD programmes
- the annual CPD sampling activity
- adherence to IChemE by-laws, regulations etc
- adherence to regulator regulations and guidance

Committee members support the Director of Qualifications in the delivery of the Business Plan, and thus contribute significantly to the strategic aims and long-term success of the Institution.

Committee members shall promote and champion the approvals, qualifications, and registration activities of the Institution.

Committee members shall maintain confidentiality of all sensitive information.

3. About you

Coopted members of the Committee shall be members of IChemE; Engineering Council (and, where possible, other) registration is desirable as Engineering Council registrants must form the majority of the Committee for certain matters regulated by EngC.

In order to support the delivery of the Business Plan, and ensure diversity within the Committee, IChemE may seek committee members with specific areas of subject matter expertise – these will be specified within the advertisement for the role.

MQC members should have, with appropriate training and support:

- an understanding of IChemE's membership grades and accreditation/approval offerings and their respective requirements
- an appropriate level of knowledge of IChemE's Royal Charter, By-laws, Regulations and Regulator regulations and guidance

- an appropriate level of knowledge of the requirements of registration bodies and overseas regulators
- a keen interest in developments within the profession pertaining to membership, registration and accreditation/approval

All MQC members, other than IChemE employees, are volunteers of the Institution and are expected to adhere to the [Volunteer Conduct Principles](#) and must have regard to the policies and procedures set out in the [Volunteer Handbook](#).

If any member fails to attend three Committee meetings in a row, the Chair may require the member to retire.

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

The MQC shall usually meet four times a year but may meet more often as business demands. The meetings shall normally be held virtually and shall be scheduled to facilitate the attendance of the Committee's global membership.

6. Period of appointment

The term for ordinary and co-opted committee members shall normally be three years. However, 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

Committee members of MQC 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 committee.

Please apply using the "apply now" button on this advert on the website. Please include a supporting statement outlining how you will contribute to the committee meeting its purpose, duties and responsibilities, and which skills and experience you have to support this.

In addition, please email your CV to volunteer@icheme.org

8. Induction & training

Appropriate training and support will be made available 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?	No
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For further information please contact volunteer@icheme.org

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