

Membership Appeals Panel member

Volunteer Role Descriptor

1. Introduction

The membership Appeals Panel reviews membership / registration applications and CPD sampling submissions where the applicant had been unsuccessful and is appealing the outcome.

Responsibility is delegated to the Appeals Panel from the Membership and Qualifications Committee, which in turn has delegated responsibility from the Board of Trustees. The process ensures the right of reply for aggrieved applicants.

The role of the Membership Appeals Panel is to assess whether the individual appealing has been given a fair opportunity to demonstrate that they have met the standards set down by the Board of Trustees and by the respective licensing organisations.

Virtual meetings are scheduled periodically, via video conference, with meetings typically lasting around 30-60 minutes.

Appeal documentation is sent to the panel in an anonymised format.

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

2. What you will be doing

The following are the main duties and responsibilities of panel members:

- independently review the appeal application and associated documentation in detail before sending comments to the panel Chair, including an opinion on whether the appeal should be rejected or upheld, and what, if any, feedback could be provided to the PFF
- to note, the Chair is appointed on a rotational basis from the Panel Membership for each meeting, taking into account any conflicts of interest
- where additional evidence or clarification is required, requesting this via the Membership Executive
- where appropriate, contributing to the content of the written appeal report
- at the meetings, discussing the appeal content, the grounds for appeal stated by the applicant, the outcome of the appeal, and any feedback to the appellant and the MQC as appropriate
- at the meeting, raising any policy issues that may have been identified in the process of reviewing the appeal

3. About you

- current Chartered Chemical Engineer at Member or Fellow grade
- CEng registered
- experienced IChemE Assessor, Interviewer or Reviewer, typically having completed at least 12 assessments / interviews / reviews
- an additional registration, eg Professional Process Safety Engineer, CSci, CEnv would be an advantage

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

- expected time commitment: 2 to 3 hours per month
- meetings generally last for 30 to 60 minutes
- appeals should be completed within two months of receipt. The panel should endeavour to complete their review within this period wherever possible

6. Period of appointment

Members are appointed for a term of three years and may be invited to serve normally no more than two terms consecutively.

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.

Recommendations are considered by the Appeals Panel Chair and IChemE staff. Applications will be considered not only on their individual merit but also in relation to current panel members to ensure that the panel reflects the diversity of the membership and the need for a range of expertise.

Following approval by the Appeals Panel, nominated panel members will be advised to complete relevant induction training and validation assessment.

8. Induction & training

- applicants would be expected to complete the training required for the Professional Reviewer role for Chartered Chemical Engineer or Professional Process Safety Engineer
- applicants must complete the General Data Protection Regulations (GDPR) training before commencing the role
- new members are required to undertake induction training and will be paired with an experienced panel member for their first two appeals

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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