

**Election to the positions of Chair and of Treasurer
for the IChemE's Scottish Members Group (SMG)**

The IChemE's Scottish Members Group is looking for a new Chair and a new Treasurer. Elections to the positions by members will be held during our AGM, which will take place on December 6th, 2018 from 6:30 pm to 8:30 pm at Heriot-Watt University (on the Riccarton campus in Edinburgh, James Nasmyth building, room 1.16).

POSITION: Chair

The Chair must be a current, Chartered Member of IChemE. The duties of the Chairperson include:

- Ensuring that the group operates in accordance with IChemE's Royal Charter, By-laws, Rules of Professional Conduct and Disciplinary Regulations, and in line with agreed best practice.
- Directing, in co-operation with members of the committee and staff, the planning and delivery of an annual programme of activities providing value to the IChemE membership.
- Developing a committee of active volunteers (including student representatives where appropriate), charging individuals with specific tasks, with clear allocation of responsibilities, and providing them with appropriate leadership and guidance to help them complete those tasks.
- Safeguarding the future of the group through succession planning, and preparing less experienced committee members for positions of greater responsibility.
- Preparing the annual activity report, activity plan and budget, in co-operation with the treasurer.
- Convening and chairing committee meetings.
- Convening, preparing a report for, and chairing the AGM.
- Attending events, as appropriate.
- Representing the interests of the group, through attendance at Special Interest Group Forum or Regional Forum.
- Encouraging IChemE members to become actively engaged in their professional body.
- Acting as an ambassador for IChemE and chemical engineering.

It is in principle possible to share this role between two people (two co-chairpersons or a chairperson and a deputy-chair) as long as there is clear agreement regarding the sharing of duties. This proposal could be made to members on the night of the AGM by the current committee depending on the number and quality of applications, and the intentions expressed by candidates.

POSITION: Treasurer:

The treasurer must be a current Member of IChemE.

The duties of the treasurer include:

- Contributing, under the direction of the chair and in co-operation with other committee members and staff, to the planning and delivery of an annual programme of activities providing value to the IChemE membership.

- Preparing an annual activity report, activity plan and budget, in co-operation with the chair.
- Operating the group's finances in accordance with the set procedures.
- Reviewing the monthly accounts of the group, and reporting any significant variances to IChemE's finance staff.
- Attending events, as appropriate.
- Encouraging IChemE members to become actively engaged in their professional body.
- Acting as an ambassador for IChemE and chemical engineering.

Applying:

Please send a short CV (with the contact details of two referees) and a statement explaining why you wish to take on these duties, to Dimitri Mignard, d.mignard@ed.ac.uk (current SMG Chair) and Karthik Arunachalam, K.Arunachalam@ed.ac.uk (SMG Secretary).

Please apply by November 15th, which will leave time to circulate your applications amongst members. Election by members will be held on the night of the AGM.