

# Role profile for President

## 1. Introduction

The IChemE's Royal Charter confirms that the members of the Institution shall elect a President and the By-laws confirm that such elections shall be conducted annually. The purpose of the voluntary unpaid post of the President is to chair the Board of Trustees and to ensure IChemE strategy and policy reflect IChemE's vision of engineering a sustainable world and mission of putting chemical and process engineering at the heart of a sustainable future – benefitting members, society and the environment.

## 2. Duties and responsibilities

In addition to the duties and responsibilities of being a Trustee, during the time in office, the IChemE's President will (as required):

- Represent the chemical engineering profession in the UK and internationally;
- Lead the Board of Trustees and build effective relationships with and between trustees, encouraging trust and respect; lead continuous improvement through trustee and board evaluations; act as mentor /advisor to the Chief Executive of the Institution;
- Chair Board of Trustee meetings; ensure all trustees are enabled and encouraged to play their appropriate part in its activities; manage group dynamics and facilitate discussions towards consensus /collective decision making; guide discussions so that they are courteous, respectful and effective, whilst ensuring genuine disagreements are aired and resolved; ensure that decisions are properly understood and recorded;
- Set agenda and priorities for trustee meetings; ensure that relevant issues are placed on the agenda and that trustees have the necessary background information for their deliberations;
- Ensure that succession planning is actively discussed and processes are in place to ensure required balance of skills and experience is available at the board table;
- Oversee the long-term strategic development of the IChemE, in conjunction with the trustees, the Chief Executive and the senior leadership team;
- Engage, via Congress, with the IChemE's current and potential membership to seek their views on Institution matters and promote the strategy;
- Engage with the Institution's partners and stakeholders;
- Have primary responsibility for overseeing the performance of the Chief Executive and holding management to account;
- Work closely with the Immediate Past President and Deputy President for a smooth succession and ensure that presidential duties, responsibilities and engagements can be met;
- Engage at trustee level with other PEIs on matters of mutual interest.

## 3. Person specification

To successfully fulfil their role and meet their responsibilities, the President must be a Fellow of the Institution and a Chartered Chemical Engineer. They must also demonstrate the following skills, knowledge and experience:

- Senior leadership experience in a medium or large sized enterprise with evidence of managing complexity and ideally having prior experience as a company director, non-executive director, senior academic leader or trustee;

- Experience in an industry related to chemical engineering or substantial academic leadership experience in the field of chemical engineering;
- Ability to work at a strategic level with a strong business and financial acumen in commercial, academic or civil setting;
- Dedication to the Institution, its stated objects, values, and to the general advancement of chemical engineering;
- High level of understanding and interest in the issues that IChemE seeks to address as a chartered professional body and registered charity;
- Understanding and acceptance of the duties and responsibilities of Trusteeship in a UK charity;
- Ability to work effectively as a member of a team, whilst exercising independent judgement;
- Necessary skills to persuade, enthuse and drive competing stakeholders to mould a coherent view.
- A commitment to Diversity and Inclusion, including innovation, where appropriate, to widen access and encourage particularly those from under-represented groups to engage.

All Trustees are expected to share a commitment to and work in ways which demonstrate IChemE's values of Agility, Collaboration, Impact, Innovation and Trust.

#### 4. Expected time commitment

The President must be willing to devote the time and energy to participating fully in the three years of the successive presidential terms of office.

In taking up this voluntary unpaid position and carrying out the relevant duties, the President is expected to be able to spend, on average, up to six days per month on IChemE business, in addition to the one day per month expected of all Trustees.

The Immediate Past President and the Deputy President are available to support the President and their time commitment is likely to be up to three days per month.

**N.B. Election as a Trustee, in any of the roles, does not constitute a form of employment with the Institution of Chemical Engineers. Whilst reasonable expenses are paid, there is no consideration given in exchange for undertaking the role and no contract is formed. Any person standing for election does so on this understanding.**

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