

## Role description - Congress member

### Role profile

The purpose of the voluntary post of the Congress Member is to work with other Congress members to debate and provide collective and joint advice or comment to the Board of Trustees on such matters that are of interest to the Institution and its members. While elected by a particular electoral college, a member of Congress may reflect a range of member views and not only that of their electoral college as Congress must act in the interests of all members and therefore come to consensus to provide any recommendations to the Board of Trustees.

The structure and remit of the Congress are outlined in Regulation 1B. The day-to-day running of the Congress is guided by the Congress Terms of Reference.

This role will:

- act as a representative of the whole membership, not only the electoral college constituency within which they are elected
- actively contribute to Congress discussions so that advice developed is inclusive of the broadest possible full range of views
- ensure that the views of the members of IChemE are channelled to the Board of Trustees in a timely and coherent manner
- engage with members on IChemE's strategy and issues of interest to members

Terms of office will normally be for a period of three years renewable up to a maximum total of six years after which there shall be at least a two-year gap before a further term can be served. Terms shall commence at the end of the AGM in the year of election.

### Main duties and responsibilities

During their term in office Congress members accept the following duties and responsibilities of IChemE volunteers generally and Congress member specifically:

- the most important responsibility of a Congress member is to participate in and contribute member views to the online forum discussion on most agenda topics during most, if not all, virtual sessions of Congress;
- work with the Chair and other Congress members to review and provide collective and joint comments to the Board on any Strategy and Business Plans as a part of the drafting process;
- work with the Chair and other Congress members to review and provide collective and joint comments to formal governance documentation such as the Royal Charter, By-laws and Regulations, to support the desire to make these 'living documents' – that evolve on an annual basis;
- participate in drafting any requested changes to Regulation 1B governing operating practices of the Congress for submission to the Board of Trustees;
- consider and vote on any changes to Regulation 1B governing the operating practices of the Congress proposed by the Board of Trustees;
- work with the Chair and other Congress members to note and comment on the Institution's Annual Report and Accounts;
- work with the Chair and other Congress members to provide an Annual Report to the Institution's Annual General Meeting;
- engage with wider membership on the issues discussed in the current session to channel their views and feedback to the other Congress members;
- participate in working groups, if necessary;
- identify matters that are of interest to the members and liaise with the Chair and other Congress members if these matters need to be discussed by the Congress or brought to the attention of the Board of Trustees.

## Expected Commitment

In taking up this voluntary unpaid position and carrying out the relevant duties, the Congress member is expected to:

- be able to spend an appropriate amount of time on IChemE business. While it is difficult to estimate the exact time to be spent, the virtual nature of most Congress business allows you the flexibility to carry out duties both within working hours and in evenings/weekends;
- it is expected that you will check your Congress email weekly as a minimum and more frequently during sessions of Congress.
- the time commitment is expected to be 3-4 hours per session;
- have two-way communication with your peers at your induction and convenience to channel issues and input of the members of your constituency and the wider membership which may require good communication and influencing skills;
- contribute to most, if not all, Congress sessions and ad-hoc groups as much as required and as your experience and expertise is most appropriately used. This may require an ability to work effectively as a member of a team, work towards a consensus decisions and act upon them;
- be able to continuously contribute to IChemE's business. It is to be expected that members availability may vary throughout their term. However, failure to participate in three or more sessions per year may lead to a vote by the Congress to call for a resignation by reason of conduct;
- be prepared to attend occasional face to face meetings of Congress that may be arranged in association with the IChemE AGM, in Rugby. (Travel expenses will be reimbursed in accordance with IChemE policies.)

Commitment, enthusiasm and the ability to allocate adequate time for the task are important.