

Terms of Reference – IChemE Community of Practice (CoP)

Background

A CoP is a community of IChemE members from around the world from a wide range of sectors and backgrounds who volunteer with the goal of connecting with others to gain and share knowledge related to a broad field. Through the process of sharing information and experiences with the CoP, members learn from each other, build networks, have an opportunity to develop professionally and influence policy. The output and work of a CoP is largely focused outside its own membership, on serving society, in ways that align with IChemE purpose, vision and strategy.

Delegated Authority

By-Law 91 Regs 5,6,7	The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member.
By-Law 91	Board of Trustees > Learned Society Committee > Community of Practice

Purpose

Communities of Practice (CoPs) exist to provide a platform for the fulfilment of IChemE's objective to advance the contribution of chemical engineering worldwide for the benefit of society, by delivering consistent engaging programmes of activity, stimulating member involvement, and enhancing the value associated with membership.

Duties

An IChemE CoP is expected to

develop relevant information, guidance and best practice materials for use by IChemE members and non-members. Staff will assist CoPs in producing regular newsletters informing members

who have registered their interest in the CoP of the CoP's activities and of opportunities to engage.

Where appropriate, an IChemE CoP can provide a forum for collaboration between Special Interest Groups (SIGs) and a platform where different points of view can come together to allow IChemE to create coherent outputs.

Membership

CoP Membership is open to all IChemE members. Non-members may be invited to contribute where relevant.

Projects

A significant part of a CoP's output is expected to be the result of specific projects, as determined by the Leadership Group. Projects requiring additional resources need to be approved by the Learned Society Committee (LSC).

The CoP writes projects proposals using forms and processes prescribed by the LSC.

Successful project proposals will normally result in the formation of a project working group. Where a working group is formed, members of the CoP will be notified in a call for volunteers. The project working group will have a lead and /or project manager who will report regularly to the CoP Leadership Group.

Key activities and decisions of the CoP, including project progress is reported back to Learned Society Committee by the LSC Subject Area Lead.

Leadership Group

Each CoP will have a Leadership Group which should not normally exceed twelve members, including the Chair and Deputy Chair. Leadership Group members must be members of the CoP.

The Chair and Deputy Chair are appointed by the LSC. The Chair and Deputy Chair must be a Chartered Chemical Engineer and/or Fellow of IChemE

The maximum term of office for the Chair and Deputy Chair is three years, with the option of re-appointment for one further term.

The relevant LSC Subject Area Lead is an ex-officio member of the Leadership Group (receives communications sent to Leadership Group, is invited to meetings, and reports to the LSC about the CoP).

Members of the Leadership Group are expected to

- Support the Subject Area Lead, Chair and Deputy Chair with information.
- Declare interests.
- Attend meetings, provide updates, be well prepared.
- Work collaboratively with others in working groups and / or on projects as agreed in meetings and recorded in the project tracker, and to deliver the CoP strategy.

Where CoPs are providing a forum for SIGs to collaborate, those SIGs should nominate a representative on the CoP Leadership Group. These SIG representatives are selected by the relevant SIG committee and are not subject to selection by the Nominations Group, as detailed below. When a SIG representative is unable to attend, they may send a deputy to represent the SIG at the CoP Leadership Group.

To apply to join the Leadership Group, CoP members must qualify and submit a nomination form.

The CoP Nominations Group can select from the nominations and also co-opt members, to fulfil the aims for skills, diversity, to ensure broad industry representation.

- Diversity aims:
 - at least 30% of members non UK-based.
 - at least 30% of members are male / female

The maximum term of office is three years, with the option of re-appointment for one term.

Members may not serve more than three consecutive terms on the Leadership Group, regardless of the role held.

Leadership Group Members may resign at any time in writing, by email sent to the LSC Subject Area Lead and the CoP Chair. If this is before the end of term, it is a 'casual vacancy'.

Casual vacancies can be filled by the Chair through co-option until the end of the original term, provided the diversity requirements are not undermined.

CoP Nominations Group

Members of the CoP Nominations Group are the CoP Chair, Deputy Chair, and LSC Subject Area Lead.

Leadership Group Meetings

The Leadership Group will meet at least quarterly in a virtual meeting. The timing of the meeting must be considerate of time zones and avoid public holidays.

Meetings are attended by: Leadership Group members, ex-officio members, and staff. The Vice President Learned Society may attend meetings as an observer.

The Leadership Group is responsible for keeping records of meetings. The Deputy Chair will normally coordinate the minute-taking.

At least half of the Leadership Group members need to attend the meeting for there to be a quorum. If a quorum is not present at the start of a meeting, either in person or by virtual/ online conferencing facility, no actions may be agreed without consulting the full Leadership Group within seven days of the close of the meeting. The chair may ask any member of the Leadership Group who has missed three consecutive meetings or more than 50% of group meetings in a calendar year to retire from the group.

The CoP is accountable to the LSC. Each CoP will be assigned one member of the LSC, normally the relevant Subject Area Lead, as a liaison to the committee. The Chair will report to the LSC at least annually via a written report, to be delivered by the assigned LSC member.

Annual Meeting

A virtual Annual Meeting is held each year, to update members on progress in the past year, and to get input from members (including future work suggestions). This meeting is to be held at a time to suit the majority of the international membership of the CoP. The Chair calls the Annual Meeting. At least 21 days' notice for the Annual Meeting must be given to the group's membership and to IChemE staff.

Autonomy

- The Leadership Group shall be supported by IChemE staff and shall, under the delegated authority of the LSC, be able to make reasonable requests for staff resource.
- The Leadership Group may request advice from experts that are not on the Leadership Group. In the first instance experts that are part of the wider CoP membership should be used, but external experts may be consulted where no suitable expert is a member of the CoP groups.