



National Early Careers Group - Terms of Reference

Last updated: 26 May 2022

Approved by: Member Engagement Committee

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 Groups of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a Group is a Voting member.
By-Law 91	Board of Trustees>Member Engagement Committee>National Early Careers Group (NECG)

Purpose

To facilitate collaboration, the exchange of ideas and good practice between an inter-connected community of Early Career Engineers (ECE) in collaboration with staff and regional groups to:

- Inspire future chemical engineers
- Support Chemical Engineering students
- Provide information, and professional development opportunities to early career professionals

To encourage and nurture effective communication between:

- IChemE Early Career members and appropriate IChemE groups / forums
- Recent graduates and early career professionals

Applicability

National refers to any country-based Early Careers Group, such as but not limited to:

- UK & Ireland
- Malaysia
- Australia
- New Zealand
- Singapore
- USA

Each Group be set up under delegated authority from and report back to the Member Engagement Committee.



Duties

- to be a key stakeholder in developing a better understanding of how early career members wish to engage with the Institution
- encourage and support regional groups to help develop and deliver activities focused on early career members
- share existing 'Early Career' resources and information that has been developed as part of the Early Careers and Skills Transition initiative being overseen by the Member Engagement Committee
- through the Member Engagement Committee facilitate an ongoing dialogue to ensure that early careers member requirements and views are considered in the development of IChemE policy and business planning.
- collaborate with IChemE staff on wider membership activities including Frank Morton, University careers events and University Engineering Societies
- prepare an i) annual activity plan and ii) budget for review and approval by the Member Engagement Committee.
- engage with other NECG's to share ideas and develop ideas for discussion through the Member Engagement Committee
- to ensure alignment with IChemE Marketing and Communications and draw on existing materials where appropriate – not developing own branding or collateral without approval
- provide an annual activity report highlighting key achievements during the year

Membership

Membership of the National Early Careers Group is typically drawn from Student, Affiliate and Associate members of IChemE in that country. Typically, representatives will be drawn from Local Member Groups (LMG), and the composition should be reviewed to ensure a balanced representation from each National region or LMG.

All representatives of the National Early Careers Group will be IChemE members, preferably working towards professional registration. An early career member is defined as a member of IChemE less than 10 years into their professional career.

The Group typically consists of:

1. Chair
2. Treasurer
3. Secretary
4. Media manager
5. Group members, who undertake a variety of volunteer roles as appropriate to that NECG needs.

Appointment of Members

Elections for all vacant electable positions are to be conducted as part of the Annual Meeting (AM), or as vacancies arise.

Period of appointment



Early Career Group volunteers can stay in their roles for up to 2 years. Reappointment is possible for a second term of up to 2 years. A maximum of 4 years can be served in one position.

Meetings

Meetings shall be convened by the Chair and held virtually to ensure inclusion of all geographically dispersed Group members. The Group shall meet at least four times a year to facilitate collaboration, the exchange of ideas and good practice.

Apparent or potential conflict of interest should be announced by a member at the beginning of any meeting, in line with IChemE's Conflicts of Interest Policy.

Review

This Terms of Reference is to be reviewed by 31 March 2025.

Refer to Standard Terms of Reference Appendix A.