

## ICHEME Member Group Chair Forum Terms of Reference

### 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 > Member Engagement Committee > Member Group Chair Forum

### Purpose

To facilitate collaboration, the exchange of ideas and good practice between Member Groups from across the world to support sustainable member group growth.

### Duties and Powers

The Chair, Deputy Chair and members of the Member Group Chairs Forum are responsible for the duties:

- Exchange ideas and good practice for efficient running of member groups and delivery of impactful Member Group activities
- Contribute to the ongoing development of Member Group profile, presence, succession, and governance

The Member Group Chairs Forum is accountable to the Member Engagement Committee.

The Member Group Chairs Forum is supported by staff drawn from the Member Engagement & Professional Learning Directorate.

In the course of carrying out its duties, the Member Group Forum may consult, as appropriate

- Members of the Special Interest Groups (SIGs)
- Members of the Member Groups (MGs)
- The Learned Society Committee (LSC)
- The Member Engagement Committee (MEC)
- The Learned Society Forum (LSF)
- IChemE members of staff

If there is a requirement for any additional resource or support such as financial or staff time, this needs to be treated as a Member Engagement Committee Project and an appropriate proposal completed.

## Membership

1. Vice-President (Member Engagement), who is the Chair, Member Group Chairs Forum
2. A Member Group Chair or member of the Member Engagement Committee who is the Deputy Chair, Member Group Chairs Forum
3. Chair or a representative, from each IChemE local or regional member groups worldwide

Members of Member Group Chairs Forum need to be members of IChemE

## Meetings

Meetings shall be convened by the Chair. Meetings will be held online at a time suitable for the majority of members worldwide.

## Quorum

Meetings are quorate if at least 10 of the membership are in attendance.

## Conduct of members

All members of the Member Group Chairs Forum accept the terms of the IChemE Code of Conduct for Members and all relevant policies to apply to their behaviour online, including their participation on any platforms reserved for the Member Group Chairs Forum, member-only forum, official social media accounts or direct online correspondence and in face-to-face interactions.

Any substantial breach of the Code of Conduct may lead to a notification of unacceptable behaviour and a warning or, for any significant breach or breaches (in the reasonable opinion of IChemE), the end to the services as a Member Group Chairs Forum member or, where appropriate, disciplinary action.

## Terms of Reference Appendix A

### unless otherwise stated in the Terms of Reference

## Notice of meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time, and date, together with an agenda and supporting papers of items to be discussed, will be forwarded to each member of the committee, and to any other person required to attend, no later than five working days before the date of the meeting.

All meetings will have the ability to host attendees virtually. Guidance for best practice is available within the Volunteer resources.

## Minutes of meetings

Minutes of the proceedings and decisions made will be recorded to include the names of those present, any apologies received, any conflicts of interest declared, matters arising, safety briefing and the appointment or removal of any committee members.

Any decisions by the committee will be taken by a simple majority. If any member of the committee substantially disagrees with the majority on any proceeding or decision, they have the right to have this recorded in the minutes.

Draft minutes of committee meetings will be circulated within two weeks of the meeting to the committee Chair before being circulated promptly to all other members of the committee. The minutes will be formally approved at the subsequent committee meeting and a final signed copy sent to IChemE to be maintained for the organisation's records.

## Other matters

IChemE actively supports good practice and respects equality and diversity. It is open to involving staff and volunteers from a wide range of backgrounds and abilities and will seek to commit the necessary resources to make meetings accessible and create an inclusive environment so that everyone can take part in the way that best suits them.

The committee will:

- be provided with appropriate training, both in the form of an induction programme for new members and on an ongoing basis for all members
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules as appropriate
- arrange for periodic review of its own performance, and at least annually review the committee terms of reference to ensure it is operating at maximum effectiveness and recommend any changes to the relevant board for approval.