

Trinidad and Tobago Member Group – Committee Chair

Volunteer Role Descriptor

1. Vacancy reference

MG/TTCC/1.0

2. Background

IChemE's global network of member community groups are central to delivering its vision of advancing chemical engineering's contribution worldwide for the benefit of society.

IChemE member community group activities are devised and delivered by members.

Special Interest Groups create globally accessible programmes of activity and stimulate member involvement within a technical area of interest. Member Groups and Early Careers Groups focus on local activities and networking opportunities.

3. Main duties and responsibilities

Chair

Member Group Chairs typically:

- direct the planning and delivery of an annual programme of activities supporting IChemE's strategy
- encourage, inform, represent, and support a committee of active volunteers
- contribute to the preparation the annual plan and budget. Acting as a final decision maker where required
- support, develop and attend committee events
- encourage collaboration with others
- working within the IChemE governance framework, provide comment or opinion to other boards, committees, or forums
- ensure the interests of the group are represented at Learned Society Forum, and within the wider community
- ensure that the group operates in accordance with IChemE's Royal Charter and By Laws

Please note there are two Chair vacancies, one for Steering Committee Chair and one Management Committee Chair. Please indicate which you would like to be considered for on the nomination form.

4. Appointment method

Elections for all vacant electable positions are to be conducted as part of the Annual Meeting (AM), or as vacancies arise. If you have any queries, please email membergroups@icheme.org

5. Period of appointment

Member Group volunteers can stay in their roles for up to three years. Reappointment is possible for a second term of up to three years. A maximum of six years can be served in one position.

6. Commitment required

In taking up this voluntary unpaid position and carrying out the relevant duties, the time estimates are:

- the Chair may spend up to three days per month on IChemE business, with the ability to deputise some responsibilities where required

7. Training

The role is fully supported by the Member Engagement Team. Training will be provided to support members in this role.

Other standard volunteer training, eg General Data Protection Regulations (GDPR) training, will be provided by IChemE. In some instances, an annual update may be required.

8. Person specification

To successfully fulfil their role and meet their responsibilities and be able to fulfil the following additional criteria:

- Chair is a Chartered member of the Institution and abide by IChemE's By-laws

9. Others

Benefits of volunteering:

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- provides extensive networking opportunities
- enhances volunteer's own CPD for longer term career development and their professionalism in a wider context than their own specific job role / professional interests
- enhances the volunteer's knowledge of chemical engineering and the opportunities it may offer

Expenses:

No significant expenses are expected to be incurred. IChemE policy for Member expenses outlines what costs can be recovered whilst undertaking volunteer activities on behalf of Member Groups

10. Additional details

Area of interest that relates to the role:	<ul style="list-style-type: none"> special interest groups member groups
Is the role location specific?	Yes – Trinidad and Tobago
Total number of volunteers required for role:	One
Closing date:	13 November 2024
To apply please fill out this online nomination form	
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Date: September 2024