

# Trinidad and Tobago Member Group – Committee Secretary

## Volunteer Role Descriptor

### 1. Vacancy reference

MG/TTCS/2.0

### 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.

Member Groups, Special Interest Groups (SIGs) and Early Careers Groups create globally accessible output, local activities, and networking opportunities.

### 3. Duties and responsibilities

Member Group (MG) Secretaries typically:

- support the Chair in their role as required
- ensures that communications are directed to the correct recipients
- gathers communications from appropriate sources and directs them to the right locations / people
- contribute to the budgeting, planning and delivery of an annual programme of activities
- prepare the agenda for committee meetings and the Annual Meeting
- record and circulate minutes of meetings (and other associated documents).

Please note there are two vacancies for Secretary, one Steering Committee Secretary and one Management Committee Assistant Secretary, 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](mailto:membergroups@icheme.org)

### 5. Period of appointment

SIG 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:

- it is anticipated that the Secretary would be able to spend between three to eight hours per month on IChemE business

### 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.

## 8. Person specification

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

- be a 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 Special Interest Groups.

## 10. Additional details

<b>Area of interest that relates to the role:</b>	<ul style="list-style-type: none"> <li>▪ special interest groups</li> <li>▪ member groups</li> </ul>
<b>Is the role location specific?</b>	Yes – Trinidad and Tobago
<b>Number of volunteer vacancies:</b>	One
<b>Closing date:</b>	13 November 2024

To apply please complete [this online nomination form](#)

For further information about volunteering contact [volunteer@icheme.org](mailto:volunteer@icheme.org)

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