

Aberdeen Member Group Committee Vice Chair

Volunteer Role Descriptor

1. Introduction

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.

2. What you will be doing

Vice Chairs typically work closely with the Chair to assist with their tasks including:-

- supporting the Chair with the planning and delivery of an annual programme of activities supporting IChemE's strategy
- deputise for the Chair, or represent the Member Group or SIG where requested
- encourage, inform, represent, and support a committee of active volunteers
- assist the Chair, if required, with preparation of the annual plan and budget
- 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/or Member Group Chair Forum and within the wider community
- ensure that the group operates in accordance with IChemE's Royal Charter and By Laws.

3. About you

For this role, you are required to be an IChemE member and working or living within an appropriate location to the member group.

4. How you will benefit

There are many benefits to volunteering, including:

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- extensive networking opportunities
- volunteering contributes to your continuing professional development (CPD)
- enhances your knowledge of chemical engineering and the opportunities it may offer.

5. Time commitment

Volunteers undertaking the Vice Chair role, may spend 6 – 8 hours per month on IChemE business.

6. Period of appointment

Member group committee 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.

7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website. Please include a short supporting statement outlining your interest in and suitability for this volunteer role.

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

8. Induction & training

The role is fully supported by the IChemE Member Engagement Officers and 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.

9. Further information

Expenses for the activities:

No significant expenses are expected to be incurred. IChemE [Expense policy for members and volunteers](#) outlines what costs can be recovered whilst undertaking volunteer activities on behalf of member groups.

Is the role location specific?	Yes
Number of roles available	1
Closing date	24 February 2025

For further information please contact volunteer@icheme.org

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