

# Registration Subcommittee Member

## Volunteer Role Descriptor

### 1. Introduction

The Registration Subcommittee (**'RSub'**) is responsible to the Membership & Qualifications Committee (**'MQC'**) for overseeing the admission of applicants to professionally qualified grades of membership, registration and Fellowship.

It also ensures appropriate processes for registering suitable applicants with the Engineering Council, Science Council, Society for the Environment, Board of Professional Engineers Queensland, and Environment Agency in accordance with each regulator's requirements.

The Committee has responsibility for the activities specified in Engineering Council's Regulations for Registration (para. 25).

Further detail can be found in the committee [Terms of Reference](#).

### 2. What you will be doing

Reporting to and seeking approval from MQC as required, the RSub shall be responsible for:

- the definition, documentation and review of the professional standards of competence and commitment or other appropriate standards required for professionally qualified membership of the Institution as determined by the Regulations and, where appropriate, as licensed by the Engineering Council and other relevant national and international regulatory bodies
- the assessment of competence and commitment or other required appropriate standards (including Initial Professional Development where appropriate) in a manner that is compliant with but does not unnecessarily exceed IChemE and regulator regulations and guidance or,
- the election and transfer of members to and within the Voting Member grades and the Register, including where appropriate progression from Chartered Membership to Fellowship and direct election into Fellowship
- task and finish group activity
- other activities set out in the Terms of Reference

Members of RSub may be invited to represent the Institution on matters relating to competence and commitment assessment on relevant bodies such as committees and working groups of the Engineering Council and other relevant national and international regulatory bodies. That includes guidance in mutual recognition matters.

### 3. About you

Our current vacancies are as follows:

- 15 Chartered Chemical Engineers or Fellows of IChemE, who hold CEng registration, who are experienced Professional Reviewers
- one Associate member of IChemE

Experience of being on a committee is desirable but not mandatory.

All RSub members, other than IChemE employees, are volunteers of the Institution and are expected to adhere to the [Volunteer Conduct Principles](#) and must have regard to the policies and procedures set out in the [Volunteer Handbook](#).

#### 4. How you will benefit

There are many benefits to volunteering in the RSub committee role, including:

- an opportunity to support global early career engineers in their journey to becoming Chartered
- maintain the global standards of chemical engineering profession and IChemE
- volunteering contributes to your continuing professional development (CPD)
- exposure to technical developments that may be outside of your own experience

#### 5. Time commitment

The RSub shall usually meet five or six times a year but may meet more often as business demands. The meetings shall normally be held virtually and shall be scheduled to facilitate the attendance of the Committee's global membership.

The meeting will incorporate election decisions, standards discussions, regulatory matters and other matters as required.

#### 6. Period of appointment

The Term of office for all members will normally be **three years** and may be renewed for a further term of up to three years with the approval of the Nominations Committee. The Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and continuity of committee membership.

#### 7. How to apply & appointment method

Appointments to RSub will be considered by a Selections Panel, making recommendations to the Nominations Committee.

Please apply using the "apply now" button on this advert on the website. Please include a CV and a supporting statement highlighting your interest in and suitability for the role.

#### 8. Induction & training

All new committee members will receive initial materials and training as part of their volunteer onboarding process. Any specialist training for the role will then be provided in line with our governance roles training requirements.

**Supplementary:**

Update training will be provided at least every three years. Other standard volunteer training, eg GDPR training, will be required.

#### 9. Further information

**Expenses for the activities:**

There are no expected expenses for this role. Any expenses must be agreed in advance.

Is the role location specific?	No
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For further information please contact [volunteer@icheme.org](mailto:volunteer@icheme.org)

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Date: February 2025