

Malaysian National Board – Vice Chair

Volunteer Role Descriptor

1. Introduction

National Boards operate under delegated authority from the Board of Trustees. IChemE National Boards (NB) exist to:

- identify strategic priorities for IChemE in Malaysia
- support the Board of Trustees (NB will report through Member Engagement Committee)
- ensure compliance with local laws and regulations
- oversee and support Member Group (MG) and Special Interest Group (SIG) activity, if any, in Malaysia to ensure alignment with current IChemE strategy
- provide oversight for university and corporate engagement in Malaysia
- create, identify and share good practice

Note Malaysia is a branch of IChemE UK charity. Separate to NB roles, but linked, IChemE Malaysia Sdn Bhd is the responsible employing entity and has directors to meet local requirements.

2. What you will be doing

Chair – position currently filled

Note description of Chair role is included as Deputy Chair generally becomes Chair after one year.

The Chair ensures the Board functions properly, that relevant matters are discussed and that effective decisions are made and carried out within the parameters of the Board's authority. Ideally, the role would be for a two-year period.

The Chair is the primary point of contact for the Vice President – Member Engagement, Chief Executive and appointed Senior IChemE Staff member, and others as appropriate.

The duties of the Chair include:

- representing the profession within their country as the most senior member of IChemE
- representing their country on the Member Engagement Committee
- chairing a National Board which requires diplomacy and leadership skills

Vice Chair (or Deputy Chair)

The Vice Chair role has the same requirements as the Chair. The Vice Chair should work closely with the Chair to assist with their tasks. The Vice Chair will progress to Chair once the incumbent's term has ended.

The Vice Chair would act as back up to the Chair. After one year as Vice, I would move into the Chair role for, ideally, a two-year period. The duties would then be those of the Chair.

3. About you

For this role, you are required to be an IChemE member at Fellow or Chartered grade and be based in Malaysia.

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

Committee members time commitment will vary, however, they may spend up to two hours per month on IChemE business.

6. Period of appointment

Appointments to the National Board are for at least one year.

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. Please include the details of the seconder.

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

- Fellows and Chartered members shall be classed as voting members with the local board with which they are associated as per IChemE By laws and may stand for election to the Board, provided they have the support of a nominator and seconder
- the Seconds should also be eligible for the role
- note the candidate may self nominate

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	One
For further information please contact volunteer@icheme.org	

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Date: August 2025