

Member Engagement Committee

Volunteer Role Descriptor

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Date: November 2025

1. Introduction

The **Member Engagement Committee ('MEC)** plays a vital role in shaping how IChemE connects with and supports its global membership. Reporting to the Board of Trustees, the MEC provides governance, oversight, and strategic input to advance **Strategy28+** ambitions — driving sustainable membership growth, deeper engagement, and an exceptional member experience that strengthens retention.

To achieve this, the MEC champions innovation, collaboration, and knowledge-sharing across all engagement initiatives. It works to ensure that every activity reflects IChemE's commitment to inclusivity and diversity, creating meaningful opportunities for members worldwide to connect, contribute, and thrive.

2. What you will be doing

The MEC shall:

- work with operational teams to agree and monitor an annual member engagement plan and associated resource and budget requirements, adjusting as necessary through the year;
- provide strategic advice and support on inclusive and diverse member engagement activities and initiatives to the operational delivery teams, Board and other IChemE volunteer committees and groups;
- commit to engaging fully with member engagement activities in order that they are equipped to support operational teams in identifying and sharing good practice and suggesting continuous improvements, innovations and prioritisation;
- encourage innovation, collaboration, cooperation and sharing of ideas between local Member Groups and Special Interest Groups including, but not necessarily limited to, via the Learned Society Forum;
- review and where appropriate provide constructive challenge on activity reports submitted across all Member Group and National Board engagement activity;
- consider and where appropriate agree business cases for new Member Groups or closure of existing Member Groups;
- consider and where appropriate agree proposals for changes to governance of local Member Groups;
- act as a voice of IChemE in the sector and society through clear and visible public support, promotion and advocacy of global activities, initiatives, and news;
- adhere to the schemes of delegation and authority granted to the Committee.

3. About you

As a volunteer in this role, you are expected to be an active and visible contributor. This includes attending scheduled meetings and engaging in related activities such as participating in IChemE Connect discussions and supporting other relevant initiatives.

While meetings provide key touchpoints, additional matters may arise between meetings and your ongoing involvement is important to ensure effective communication, collaboration, and impact. Your contributions are highly valued and help strengthen our member community.

To ensure a representative committee:

- at least four members shall be based in the UK & Ireland
- three shall be based internationally
- up to three may be co-opted by the MEC to address diversity and/or skills gaps.

4. How you will benefit

1. Shape the future of member engagement by positively influencing how IChemE supports and connects with its global membership.
2. Develop leadership and governance skills by actively contributing to strategic planning and providing clear, decisive oversight.
3. Expand your professional network by working closely with volunteers, staff, and stakeholders across regions and sectors.
4. Make a visible impact by driving inclusive, innovative, and meaningful engagement activities that enhance member value.
5. Be a strong voice for members by advocating for their needs and experiences, ensuring they remain central to IChemE's direction.
6. Contribute to your own continuing professional development (CPD) by gaining valuable experience and insights that strengthen your expertise and career progression.

5. Time commitment

The time estimate is:

- up to two days per month (cumulative) on IChemE business
- attendance at four virtual meetings per year, nominally 1.5 hours per meeting
- ongoing engagement with additional matters that may arise between meetings

6. Period of appointment

The term for members of MEC shall 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

Please apply using the “apply now” button on this advert on the website. Please include a brief supporting statement highlighting your interest in, and suitability for, the role, including a declaration to meet the time commitments. Please also email a CV to volunteer@icheme.org

8. Induction & training

Appropriate training and support will be made available by IChemE.

9. Further information

Expenses for the activities:

No significant expenses are expected to be incurred. IChemE's [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?

No – all meetings will be online

For further information please contact volunteer@icheme.org