

# Member Engagement Committee – Terms of Reference

## Delegated Authority – Scheme of Delegation

	Description	Source(s)	Decisions reserved for Board	Decisions delegated to	Comments
9	Make, amend or revoke Institution Regulations.	BL47 BL51	Yes		The Board will seek and consider recommendations from the GC and where relevant other Committees of the Board (MQC / MEC / LSC) and Congress.
10	Make and keep current the Code of Professional Conduct, requiring all members to conform to it, and publish Disciplinary Regulations for its enforcement.	BL48	Yes		The Board will seek and consider recommendations from the GC and where relevant other Committees of the Board (MQC / MEC / LSC) and Congress.
25	Set up, amend, and dissolve local groups, subject groups and special interest groups.	BL44 BL45	a. Yes b. No	b. MEC / LSC	a. The Board approves the establishment / rules for conduct / financial framework / dissolution of a group where a legal entity is required. b. The MEC approves the creation / closure of a new local group. The LSC approves the creation / closure of a subject group or special interest group.

## Purpose

The Member Engagement Committee ('MEC') is responsible to the Board of Trustees (the 'Board') for providing governance, oversight, and input to support Strategy28+ ambitions for sustainable growth in membership, increased member engagement, and an improved member experience to support increased member retention.

To fulfil its purpose, the MEC will propose, encourage and support innovation, collaboration, cooperation and sharing of experience across all member engagement initiatives and activities to encourage inclusive and diverse member engagement across the global membership.

## Duties and responsibilities

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.

The MEC Chair shall work collaboratively with the Director for Member Experience and Professional Learning to approve regular verbal and written reports to the Board, and to support periodic submission of a formal report (normally on an annual basis) which includes the global assessment of member engagement and member value.

## Working Groups

The MEC may establish temporary working groups to provide oversight to discrete projects as required. Such groups shall disband upon completion of their task and submission of appropriate findings, or when directed by the MEC. The membership and Terms of Reference for such groups shall be approved by the Chair of the MEC, in consultation with the Director of Member

Experience and Professional Learning, and appropriate others. Resource requirements for such activity shall be identified, agreed with the Director of Member Experience and Professional Learning and, where appropriate, included within the relevant planning and budgetary cycles.

## Membership

The membership of the MEC shall comprise:

- Chair: VP Member Engagement (ex-officio)
- Between six and ten other members (from any membership grade)
- Director of Membership Experience and Professional Learning (IChemE employee)
- Head of Member Experience (IChemE employee)
- Head of Regional Engagement (IChemE employee)

The Chair's term shall coincide with their respective term in office as a Trustee.

The other members of MEC shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance. The selection panel shall actively work to deliver a diverse and representative Committee.

The selection panel shall comprise the VP Member Engagement, the Director of Member Experience and Professional Learning, and two other members of the MEC or other appropriate individuals.

The term for other 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.

At least four of the other members of MEC shall be based in the UK & Ireland, three shall be based internationally and up to three may be co-opted by the MEC, following the same selection and ratification process, to fill diversity and/or skills gaps.

Co-opted members may be appointed where specialist input is required or where an outside view of the committee is required. They shall not normally be drawn from Member Groups or Boards that are already represented on the MEC.

IChemE employees are non-voting members of the Committee.

All MEC 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.

If any member fails to attend three Committee meetings in a row, the Chair may require the member to retire.

## Meetings

The MEC shall usually hold four meetings a year but may meet more often as business demands. Additional meetings may be called by the MEC Chair, or by IChemE senior employee representatives as required.

The meetings shall normally be held virtually and shall be scheduled to facilitate the attendance of the Committee's global membership.

Non-committee members may attend part(s) of the meeting with the agreement of the Chair.

Meetings shall be quorate if at least half the members (including the Chair, or person nominated to act as Chair for the meeting) are in attendance.

## Decisions

When unanimous agreement on an issue cannot be achieved, the Chair can put the matter to a vote. A decision can be taken with the support of a simple majority of those present and voting. If the votes are evenly cast, the Chair may have in addition to their own vote, a further casting vote.

## Record of meetings

A formal record of the proceedings and decisions taken at Committee meetings shall be kept by the MEC secretariat. Committee information such as meeting proceedings and papers shall be considered to be 'Open' in accordance with IChemE's Privacy Designations policy and may be made available in the members' area of IChemE's website and on IChemE Connect where appropriate unless designated as 'Private and Confidential' or 'Reserved'.

The record of proceedings shall include the names of those in attendance, any apologies received, any conflicts of interest declared, and the appointment or removal of any Committee members.

## Reporting responsibilities

The MEC Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities and shall also formally report to the Board on how it has discharged its responsibilities.

The MEC shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

## Other matters

The MEC shall:

- have access to appropriate resources to carry out its duties;
- be provided with, and expected to engage actively with, appropriate training in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules and regulations as appropriate;
- arrange for periodic review of its own performance, and at least annually review the Terms of Reference for the MEC to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Board for approval;
- report major concerns and outputs of audit activity to the Audit & Risk Committee.

Approved by:	Board of Trustees
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