

# Trustee role profile

## 1. Introduction

The Institution of Chemical Engineers (IChemE) is a registered charity and is incorporated by Royal Charter. As a registered charity, IChemE is regulated by the Charity Commission in England and Wales.

The Board of Trustees is the governing body of the Institution and has collective responsibility for governance of the organisation, ensuring that the charity meets its charitable objects and delivers public benefit. The Board consists of 12 Trustees: President, Deputy President, Immediate Past President, Treasurer, Vice President (Qualifications), Vice President (Member Engagement), Vice President (Learned Society), five Ordinary Members (of which two are regional seats). All Trustees are elected by the voting members of IChemE.

The Board of Trustees works with the executive team to set the Institution's vision, mission and strategic goals. Trustees should recognise the difference between the role the Board of Trustees plays in governing, setting the strategic direction of the Institution and that of the Chief Executive and Leadership Team in applying the strategy to day-to-day operations.

The Institution also has a number of standing committees to which the Board delegates certain duties and responsibilities.

All members of IChemE's Board of Trustees are unpaid volunteers.

Additional requirements for the roles of three designated Vice Presidents and Treasurer are set out in **Annex A**.

## 2. Duties and responsibilities

The Board of Trustees have a collective duty and responsibility to:

- Ensure that the Institution pursues its stated objects as defined in its governing documents;
- Agree strategic direction for the Institution, defining the strategic goals and evaluating performance against agreed targets;
- Review the long-term development of the Institution, taking into account the political, economic and social environments in which it operates;
- Ensure that the Institution complies with its governing documents, charity law and other relevant legislation or regulations;
- Ensure the financial stability of the Institution;
- Protect and manage the property of the Institution and to ensure the proper investment of the Institution's funds;
- Set the risk appetite and oversee risk management;
- Ensure appropriate advice is taken from professional advisors on matters where there may be material risk to the Institution or where trustees may be in breach of their duties;
- Ensure that the Institution has a governance structure that is appropriate to the size of the organisation;
- Safeguard the reputation of the Institution and promote its values;

- Ensure that the board regularly reviews its own performance and training needs;
- Monitor the activities of the Committees to which the Board has delegated authority to;
- Appoint and support the Chief Executive Officer;
- Maintain confidentiality of all sensitive or confidential information.

Trustees must act in the best interests of the Institution as a whole and not on behalf of any particular constituency.

As ambassadors for the Institution, Trustees act as leaders and promoters of the profession and may also be asked to attend member engagement events and webinars, alongside representing IChemE at some meetings or events.

### 3. Person Specification

All Trustees must hold the membership grade of Chartered Member or Fellow of the Institution, except the President who must be a Fellow and Chartered Chemical Engineer, and the Treasurer whose eligibility is determined by IChemE's Nominations Committee.

Candidates should demonstrate the following skills, knowledge and experience:

- Dedication to the general advancement of chemical and process engineering, related disciplines and their applications
- High level of understanding and interest in the issues that IChemE seeks to address as a chartered professional body and registered charity;
- Ability to work at a strategic level with a strong business and financial acumen in commercial, academic or civil setting;
- Dedication to the Institution, its stated objects and values;
- Understanding and acceptance of the duties and responsibilities of Trusteeship in a UK charity;
- Ability to work effectively as a member of a team, whilst exercising independent judgement.
- A commitment to Diversity and Inclusion, including innovation, where appropriate, to widen access and encourage particularly those from under-represented groups to engage.

All Trustees are expected to share a commitment to and work in ways which demonstrate IChemE's values of Agility, Collaboration, Impact, Innovation and Trust.

### 4. Expected time commitment

The term of office for a Trustee is usually 3 years, starting from the close of the AGM, which is normally in June each year.

Typically Trustees will be expected to spend one day a month on IChemE business.

There are typically four formal Board meetings a year scheduled quarterly around the Institution's reporting cycle. The meetings are held online lasting between 2-3 hours. Papers for the meetings are circulated 2 weeks in advance.

The Board also holds an annual away day in June, usually aligned to the Institution's AGM.

Trustees may also be asked to participate in at least one standing committee and in ad-hoc working groups or project teams. This may require an additional time commitment.

**N.B.** Election as a Trustee, in any of the roles, does not constitute a form of employment with the Institution of Chemical Engineers. Whilst reasonable expenses are paid, there is no consideration given in exchange for undertaking the role and no contract is formed. Any person standing for election does so on this understanding.

## 5. Eligibility

You must not act as a trustee if you are disqualified under the Charities Act, which includes being disqualified as a company director

## Annex A

### Treasurer

In addition to the duties and responsibilities outlined above, the Treasurer will oversee the financial matters of the Institution and Chair the Finance & HR Committee. This includes:

- Reporting regularly to the Board of Trustees about the financial health of the organisation;
- Advising on the financial viability of the Institution's business and strategic plans;
- Contributing to the revenue and funding strategy of the Institution;
- Developing and implementing financial, reserves and investment policies;
- Liaising with the Trustees of IChemE's Defined Benefit Pension Scheme;
- Presenting the Trustees Report and Financial Statements at the AGM.

The Treasurer will also be a member of the Audit & Risk Committee.

Candidates should ideally demonstrate:

- Previous financial management at a senior level;
- Knowledge and experience of corporate and financial governance, compliance and risk management;
- Strong business and financial acumen;
- Knowledge of investment management and pension fund issues;
- Knowledge of HR policy and remuneration;
- Experience of the operation of an Audit & Risk Committee of an equivalent size organisation.

### Vice President (Qualifications)

In addition to the duties and responsibilities outlined above, the Vice President (Qualifications) will :

- Be a source of guidance and advice to the Board of Trustees and staff regarding the IChemE's Qualifications and Registration activities, being a "critical friend" to ensure that work and policies in this area are appropriate and effective across all areas in which the Institution operates or wishes to operate.
- Chair the Qualifications Committee and ensure it carries out its qualifying body role effectively and efficiently, ensuring that standards are maintained while ensuring inclusive and accessible practices. This includes -
  - The election of persons to the Register of members
  - The transfer of persons between membership grades
  - The accreditation of academic programmes.

- Promote and champion the qualifications and registration activities of the Institution, encouraging and supporting member engagement throughout their career journeys and beyond.
- Be expected to spend up to two days per month on IChemE business in addition to the time commitment as a trustee.

Candidates should ideally demonstrate:

- A track record of active volunteering and supporting IChemE's qualifications and registration activities through – for example – involvement as an assessor, interviewer or professional reviewer;
- Active contact with some key employers of chemical engineers and/or the university departments which educate chemical engineers preferably including the context of accreditation and/or professional formation processes;
- A good understanding of qualification requirements and standards relevant to the Institution.

### Vice President (Member Engagement)

In addition to the duties and responsibilities outlined above, the Vice President (Member Engagement) will :

- Promote the nurturing and support for members and the delivery of member value and community engagement to enhance the development of IChemE and of the profession
- Chair the Member Engagement Committee and Member Group Forum so that it provides appropriate input, constructive support and challenge to staff and volunteers driving and involved with member engagement.
- Act as a source of guidance and advice to the Board of Trustees and staff regarding all aspects of member engagement, being a “critical friend” to ensure that IChemE's work and policies achieve global reach and are effective across all areas in which it operates.
- Be expected to spend up to two days per month on IChemE business in addition to the time commitment as a trustee

Candidates should ideally demonstrate:

- A track record of active volunteering and supporting IChemE's member engagement activities through – for example – involvement in member groups, SIGs or as a professional reviewer.
- Knowledge of existing global member engagement activity, including gaps in provision;
- Active contact with a range of chemical and processing engineering employers
- Active contact with university departments which educate chemical engineers, and desirably alternative and vocational engineering provision in-country or globally;
- A good understanding of member engagement, satisfaction and retention standards relevant to the Institution.

## Vice President (Learned Society)

In addition to the duties and responsibilities outlined above, the Vice President (Learned Society) will oversee the Institution's learned society activity and will

- Chair the Learned Society Committee and Member Communities Forum to ensure that members –
  - Have the opportunity to inform, contribute to and benefit from the Institution's technical agenda and priorities
  - Learn from and collaborate with experts from a wide variety of experts from other disciplines (within chemical engineering and beyond) to share and drive forward knowledge for the benefit of the profession and society.
- Promote and champion the activities of the Learned Society, supporting members in their professional and personal development and raising awareness of IChemE activities in this area more widely.
- Act as a source of guidance and advice to the Board of Trustees and staff regarding the IChemE's Learned Society activities and function, being a "critical friend" to ensure that work and policies in this area are appropriate and effective across all areas in which it operates.
- Be expected to spend up to two days per month on IChemE business in addition to the time commitment as a trustee

Candidates should ideally demonstrate:

- A strong technical background and experience of senior leadership of corporate or academic activity at a senior level;
- A track record of active volunteering and supporting IChemE's learned society activities through – for example – involvement in SIGs, Communities of Practice or associated committees.
- An understanding of the need to embrace experts from a wide range of backgrounds wherever they can be accessed.

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