Audit & Risk Committee Member

Volunteer Role Descriptor

1. Introduction

The Audit and Risk Committee provide high level oversight to ensure adequate control arrangements are in place to support management and provide assurance to the Board of Trustees. This work is distinct from the executive management of the Institution. The Committee has a key role in the effective governance of the Institution ensuring there is effective risk management, internal controls and external and internal audit.

Further details can be found in the committee Terms of Reference.

2. What you will be doing

The purpose of the Audit & Risk Committee is to assess the effectiveness of risk management and internal control across the organisation, reporting to and advising the Board of Trustees. Duties include, but are not limited to:

- Review the fundamental risks facing the organisation and ensure controls are in place to manage those risks
- Review compliance with internal controls, policies, procedures and committees with terms of references
- Oversee the appointment, independence, and rotation of external auditors
- Agree scope of the external audits and meet with external auditors to review audit findings

3. About you

- Current voting member (Fellow, Chartered or Associate grade)
- Knowledge or experience of risk management and oversight
- Understanding of internal controls and financial systems
- Ability to analyse complex information and reach a decision
- Knowledge or experience of audit and auditing practices, internally and externally
- Understanding of charity governance and experience in operation of branches and subsidiaries
- Strong communication skills
- Maintain strict confidentiality regarding sensitive information

We understand that volunteers may have stronger experience in some areas than others, so please feel free to get in touch even if you don't meet every requirement listed.

4. How you will benefit

- Personal satisfaction that your contribution helps to support a global network of chemical engineers
- Extensive networking opportunities

- Continuing Professional Development (CPD)
- Enhanced knowledge of chemical engineering and the opportunities it may offer
- You'll receive an IChemE Volunteer Badge recognising your support and contribution

5. Time commitment

Committee members meet for four committee meetings per year. Each meeting lasting for two hours.

6. Period of appointment

Committee members are appointed for a term of three years, with the option to renew for a second term.

7. How to apply & appointment method

Please apply using the "apply now" button on this advert on the website. Please include a supporting statement highlighting your interest in and suitability for the role. In addition, please email your CV to volunteer@icheme.org.

Applications to join the Audit & Risk Committee will be reviewed by a selection panel from the Audit and Risk Committee who will review candidates applications for suitability before making recommendations to the Board of Trustees. Applicants will be notified of the outcome.

8. Induction & training

Training provided by IChemE

- GDPR (General Data Protection Regulations) training
- Training in risk management and audit can be provided if required

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?	No, meetings can be attended online

For further information please contact volunteer@icheme.org

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