



Provision of IET Business Cards to Volunteers

Policy

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Provision of IET Business Cards to Volunteers Policy

1. Why we have this Policy

- 1.1. Volunteers engaged in IET roles are significant ambassadors for the IET and, in some of these roles, it can be important for them to be recognised as representing the IET. This policy aims to clarify the circumstances under which IET business cards will be provided to volunteers in support of their IET activities, and how these may be used.

2. Who this Policy relates to

- 2.1. This policy applies to all volunteer roles within the IET, in all countries. The policy sets out the circumstances where business cards are needed and explains why not all volunteer roles will be granted the use of these.

3. Other Policies, Procedures and/or Guidelines you need to read in relation to this Policy

- 3.1. [Volunteer Code of Conduct](#)

4. Overview of this Policy

- 4.1. This policy relates to the provision and use of IET business cards.
- 4.2. Appendix 2 lists the volunteer roles for which business cards may be provided and sets out how these may be used.

5. The Policy itself

- 5.1. Some volunteers who are acting in the capacity of officials in positions where they need to represent the IET (and are recorded on the IET volunteer database) may present IET business cards. Appendix 2 gives a guide to those roles considered to have an accepted need for business cards; other roles will be considered on a case-by-case basis by the IET Volunteer Support Unit.
- 5.2. IET business cards may only be presented by people who have the authority and accountability to represent the IET in their field of expertise or in their local area. A person who is not acting in the capacity of an official volunteer on behalf of the IET must not present IET business cards.
- 5.3. IET business cards must never be used to imply that the holder has an authority delegated by the IET which they do not have.
- 5.4. A volunteer wishing to have IET business cards must seek authorisation from the staff colleagues who would be directly accountable for their actions in carrying out the volunteer role which they hold. These can be found in Appendix 2.
- 5.5. Volunteers must not present IET business cards if they no longer hold one of the roles listed and are responsible for ensuring that any remaining in their possession are destroyed securely or returned to a staff contact for disposal.
- 5.6. Out-dated IET business cards (eg: not showing the IET's current logo), and any remaining in possession when an individual volunteer's term of office ceases, must be destroyed securely or returned to a staff contact for disposal.
- 5.7. IET business cards must always be compliant with the IET brand guidelines and only be produced by following the procedure detailed in Clause 7.
- 5.8. No person is permitted to place the IET name or logo on their own business cards.

6. Roles and Responsibilities

- 6.1. Any member of staff asked to provide or advise on the provision of IET business cards to volunteers should familiarise themselves with this policy and give guidance accordingly. If in any doubt about whether a volunteer role qualifies for business cards, advice should be sought from the Volunteer Support Unit.
- 6.2. Volunteers who hold IET business cards must not use them in such a way that other parties could be misled about the holder's authority to represent the IET.
- 6.3. Queries relating to this policy should be directed to your staff contact or the Volunteer Support Unit (volunteer@theiet.org). The Director of Governance and External Engagement is ultimately responsible for the application of this Policy.

7. Procedure for authorisation and production of IET business cards

- 7.1. Please make your request to your staff contact who will be able to order cards on your behalf. You may be asked to complete a simple form which can be found at Appendix 3.

8. What happens if you do not follow this Policy

- 8.1. Breach of this Policy may result in removal of the right to use IET business cards.
- 8.2. Volunteers found to be misusing IET business cards may be prevented from holding volunteer positions in the future. If a case of misuse is considered to be a breach of the Volunteer Code of Conduct or Rules of Conduct (for Members), it may result in the appropriate disciplinary action being taken.

9. Queries and Comments

Queries regarding how this Policy works in practice, or comments or suggestions as to how it could be improved, can be directed to the Head of Volunteer Support via volunteer@theiet.org.

Appendix 1

Control Sheet

Policy

Document owner:	Volunteer Support Unit
Document reviewer:	Lizzie Truett, Strategic Development Manager – Volunteers & Young Professionals
Document adopted on:	9 May 2018
Next review date:	31 October 2023

Review/change history

Date of Review/Change	Summary of changes	Version no.
15 July 2010	Original version.	1.0
20 August 2012	Updated to add Sectors and reflect changes in the governance structure.	2.0
1 June 2015	Updated to include provision of email addresses (email alias).	3.0
18 October 2016	Updated to reflect use of generic email addresses.	4.0
24 February 2018	Updated to reflect introduction of Office 365.	5.0
10 June 2019	Updated to reflect changes in volunteer roles permitted to hold Office 365 accounts.	6.0
30 Sept 2019	Updated to reflect closure of the IET Email Alias service.	7.0
02 Sept 2020	Updated to reflect change in name of Education volunteer role	8.0
16 Sept 2021	Updated to reflect change in name of Technical Professional Networks	9.0
2 September 2022	Changed references to 'members' to 'volunteers' as not all volunteers are IET members. Changed to more inclusive language (changed she/her to they). Included reference to a breach in Volunteer Code of Conduct if guidance not followed. Changed appendix 3 to the Volunteer Support Unit requiring sign off for any new Office 365 accounts.	10.0
October 2022	Policy changed to use of Business Cards only; policy regarding the use of email addresses has been superseded by the Volunteer Office 365 Terms and Conditions of Use. Updated to reflect the change in procedure for ordering business cards.	11.0

Appendix 2

Table of IET Volunteer Roles qualifying for business cards:

Volunteer Role	Reason for the provision of IET business cards	Responsibilities	Accountability
President	Acts as a representative of the IET	To be an ambassador for the IET	Accountable to the Board of Trustees
Trustee	Acts as a representative of the IET	To be an ambassador for the IET	Accountable to the Board of Trustees
Policy Panel and Sector Chair	Representative of the IET in the relevant technical subject area. May act as spokespeople for the IET	To work with staff and the rest of their panel to maintain the IET position on relevant topics. To present the corporate view of the IET rather than their personal opinion	Accountable to the Board of Trustees
Chair of a Technical Network (formally Technical Professional Network)	Representative of the IET in the relevant technical subject area	Responsible for leading the IET programme of activities in the relevant technical area and expanding participation	Accountable to the Chair of the Technical Network Communities Committee
Local Network Chair	Representative of the IET in the local area	Responsible for leading the local network and acting as an IET ambassador	Accountable to the Chair of the relevant regional Communities Committee (e.g. CC-UK)
Local Network Secretary	Acts as the main point of contact for the IET locally	Responsible for giving accurate information about the activities of the Local Network	Accountable to the Local Network Chair

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Volunteer Role	Reason for the provision of IET business cards	Responsibilities	Accountability
Local Network Treasurer	Acts as the contact point for all financial transactions undertaken by the Local Network	Responsible for ensuring that all expenditure of IET funds by the Local Network is in line with the IET's charitable objectives and has been given prior approval by the relevant regional Communities Committee	Accountable to the Local Network Chair
Professional Registration Advisor (both UK and International)	Acts as a point of contact for anyone in the local area seeking advice on professional registration	Responsible for giving, informing and advising prospective candidates	Accountable to the Chair of the Registration and Standards Committee
Education Officer	Representative of the IET with schools in the local area	Responsible for providing accurate information to schools about the IET's educational services and resources and for informing the Local Network and the IET about local schools' activity	Accountable to the Chair of Membership and Professional Development Board

Appendix 3

Information to be provided when requesting IET Business Cards – please email to your staff contact:

Name

Volunteer Role

Telephone Number

Mobile Phone Number (if preferred)

Email address