**IET Future Talent Forum, Terms of Reference**

Responsible to the Young Professionals Committee (YPC).

**Purpose**

To engage with and represent the views of: Future Talent Award holders to help facilitate the development of these awards in future. This Forum will also work to ensure this audience become engaged, long-term members of the IET and are aware of the various opportunities available to them i.e. volunteering, IET Governance.

**Scope**

The Future Talent Forum represents the Future Talent Award holders for the Institution. It comprises of elected holders of the relevant awards whose role is to:

1. Seek views from all award holders and evaluate this information to provide input and suggestions for improvement to the relevant Future Talent Award panels, who are responsible for the development and award of the relevant scholarships, and the IET Scholarships Team
2. Work with the Young Professionals Committee (YPC) on projects that are relevant to this audience, providing valuable input and contributing to outcomes
3. Communicate with award holders about the value of membership with the IET including all relevant opportunities i.e. volunteering, events, learning opportunities

**Constitution**

1. The IET Future Talent Forum ("the Forum") shall consist of a minimum of 6 and a maximum of 10 elected members, each of whom shall be in receipt of a Boost or Launch Scholarship for the academic year in which they join the Forum and actively contribute to the activities of the Forum.
2. The Forum aims to have equal numbers to represent the Boost and Launch Scholarship programmes with at least one apprentice representative.
3. The Forum will appoint a Chair for a 1-year term, supported by a Vice Chair. The Vice Chair will then become Chair when that position is vacated. Any member of the Forum can apply to be Vice Chair, but the decision is the responsibility of the current Chair and Senior Staff Member in consultation with the IET Scholarships Development Manager and YPC.
4. The Forum will provide regular feedback to the Future Talent Award Panels via the Scholarships Development Manager when the relevant Panels meet, normally twice per year.
5. Representatives of the Forum should introduce and present to the new intake at the Annual Celebration ceremony and seek future candidates that are interested in joining the Forum.
6. Minutes/notes of the Forum’s meetings will be circulated to the YPC for an update of the progress of the Forum. It will also be circulated to the Chairs of the Future Talent Award panels to facilitate the development of the awards.
7. Members of the Forum will be appointed each year through an application process and selected by the current Chair and Senior Staff Member and in consultation with the IET Scholarships Development Manager and YPC.

The Forum will meet three times per year in person, around the same time as the Young Professionals Committee (YPC) meetings, and progress meetings will take place virtually in between in person meetings.

**Quorum**

The Forum will be quorate if 50% of the Forum members are present and at least one Boost and one Launch Scholaership holder must be represented.

**Period of Service**

The normal period of service for a member of the Future Talent Forum is two years or for the time they are a Boost or Launch Scholarship holder.

In order to ensure fair and relevant representation while maintaining the breadth and depth of experience required by the Forum, the status of Forum members will be reviewed annually. It is customary for one or two members’ terms to end each year to ensure a regular turnover.