Technical Committee Member (IET Standards)

Each of the committees working on our standards have a wide pool of representatives from various stakeholder groups. Their job is to ensure that the final standard covers the intended scope of the work, that there is consensus and that the standard is of genuine value to the industry.

Primary focus:

Each member will be expected to be actively involved in the discussions about the proposed work and help with the development of the draft document.

Main duties and responsibilities:

- Attend scoping, drafting and review meetings;
- Represent the view of a particular institute and or group of stakeholders;
- Read and comment on drafts of the scope and document as it develops;
- Engage other stakeholders as appropriate;
- Assist with the dissemination, promotion and acceptance of the standard.

Appointment method:

Recommended by other members of the committee / sponsors or initiators of the standard.

Period of appointment:

We do not define a period as we would want a member to be engaged in the process during the development of the work and if possible for future updates.

Training:

No formal training required. Previous standards committee experience is valuable. Guidance on requirements is communicated at each stage by the committee secretary.

Point of Contact:

The regular contact for this role will be a Portfolio Development Manager within the IET standards team.

Queries can be directed to: ietstandardsenquiries@theiet.org

Communications:

- IET Standards website
- IET Sector newsletters
- Wiring Matters newsletters
- Volunteer Update e-newsletter
Resources:

The following resources are available to support this role:

- IET Standards website
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- Online sign-up to Policies and Code of Conduct:
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

Other Policies and Guidance to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the Volunteer Hub for further guidance on policies and procedures.

Person specification:

- At least 5 years’ experience in the relevant area of the standard;
- Considerable knowledge of a relevant aspect expected to be covered by the work;
- Membership (or agreed representation of) a recognised organisation relevant to the work;
- Preferable:
  - IET member
  - Experience of drafting / reviewing standards

Date Updated: February 2020