The Institution of Engineering and Technology

Sector Executive Committee Members and Chairs

There are six IET Sector Executive Committee panels covering the following topics: Built Environment, Design and Production, Energy, Healthcare, Digital and Transport.

Primary focus:

Working with the Strategic Engagement and Partnerships (SEP) department of the IET and with delegated authority from the Board of Trustees, these volunteer-led panels provide thought leadership for practitioners working within their sector, as well as advice to industry., The panels attract high-calibre individuals from across the engineering profession who are willing to volunteer their time to progress topical engineering issues of relevance both to the profession and to society.

Reaching out from their specific sector they also regularly engage in cross-cutting themes and topics other IET thought leadership panels.

Led by the Chairs, the Committees provide strategic leadership on the Sector to the volunteer and staff team and promote the Sector externally, representing the IET. The panels are supported by a team of full-time staff, public affairs and communication specialists to produce tangible results and impact from their work.

Main duties and responsibilities:

All members:

- Raise the profile of the IET within their sector
- Assist the IET in positioning itself as the natural home for practitioners in the Sector.
- Enable the IET to set the agenda and lead in articulating the emerging topics/issues and their impact on science, engineering and technology professionals.
- Work with staff to produce guidance, events, reports, and website and social media material on relevant topics for the Sector. Engage in media activities where relevant.

Chair:

- Lead the team in defining what areas the Sector covers and where the IET can add most value.
- Identify and introduce into the Sector Team key volunteers who will enhance the existing team and help take the Sector forward
- Maintain a well-balanced representation of panel members based on needs of the Sector and individual technical area of expertise.
- Maintain a clear understanding of the purpose of the panel and how its responsibilities relate to the purpose and strategic priorities of the IET.
- Take forward recommendations from the panel on IET strategy to the Strategic Engagement and Partnerships Chairs Meetings

When undertaking this role, you can expect to:

- Attend and lead 4 Sector Team meetings during the year
- Attend and speak at major Sector events during the year
- Review documentation/plans during the year
- Represent Sector at Strategic Engagement and Partnerships Chairs Meetings (two meetings a year)

Appointment method:

- Appointment of members is made by agreement of the relevant Sector Executive Committee Chair and the Head of Strategic Engagement and Partnerships and will be based on recognition of relevant expertise and appropriate position within the topic area. Appointments are made to address identified skills needs.
- Candidates may be identified using the volunteer talent support process and through suggestions arising from the Knowledge Management Board and the Membership and Professional Development Board.
- Chair appointments are made by the Board of Trustees on recommendation of the Nominations and Succession Committee.

Period of appointment:

- Normally appointed for a term of 3 years, with a possible extension of a further 3 years.
- Will normally step down and leave the Panel within 6 months of retirement or non-relevant career change.

Training:

There is no specific training required for Policy Panel volunteers. All volunteers are required to abide by the IET Code of Conduct for Volunteers and all relevant policies.

Point of Contact:

The regular contact for this role will be the relevant IET staff Lead for the Sector.

Communications:

When undertaking this role, you can expect to receive:

- Regular contact from the staff team
- Regular contact from your governance group (Sector Steering Committee)
- Contact from other volunteers and staff on related IET Sector and/or Policy thought leadership panels
- Volunteers may be encouraged to act as spokespeople when the IET seeks to comment publicly on a topic related to the Sector. Media training will be offered to support this aspect of the role.
- Volunteer Update newsletter
- Sector Newsletter

Resources:

The following resources are available to support this role:

- Engineering Communities
- Sector Project Coordinator
- Terms of Reference for the Sector Executive Committee
- 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:

- A volunteer who freely gives his or her time with expenses paid.
- Working at a current senior level and knowledgeable in their field.
- A high-level understanding of the topic area.
- Preferably has experience and understanding of the policy process.
- Prepared to work with the IET Policy staff at all times to drive the work of the Policy Panel forward.
- Does not need to be, but will be encouraged to become an IET Member or Fellow.

Chair must hold a relevant current senior position in academia, government or industry with an understanding of and connections into public policy at a high level.

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