

Community Chair

Primary focus:

The role of the Chair of a community leadership team, whether that be a local or a technical network, is to lead and guide the leadership team.

Main duties and responsibilities:

- Determine the theme and/or identify the hot topic areas to focus on during the year/s of office
- Ensure the leadership team operates within the current guidelines laid out by the IET
- Report the results of the network's activities to the staff and the relevant CC / CRC
- Chair leadership team meetings ensuring that all required business is covered and that all members have a fair opportunity to express their opinions
- Contribute to the IET's extended leadership team discussions via the IET250
- Disseminate to your community leadership team the messages you receive by virtue of your being included in the IET extended leadership team
- Represent the leadership team at regional and other meetings, appointing a deputy if unable to attend
- Communicate with other communities in order to collaborate, pool knowledge and share best practice
- Ensure that each activity on your plan has a volunteer champion to lead on its development and that the plan is delivered
- Allocate other tasks and responsibilities to the members as required
- Devise and implement a succession plan to ensure the appropriate balance and number of team members is maintained and that there is regular turn over
- Attend and Chair events organised by the community, or appoint a deputy
- To be a representative of the IET to other agencies, organisations and the wider community members
- Adhere to the IET's data protection policy for volunteers.

Appointment method:

- Nomination to the post by the leadership team members
- In order to manage succession planning and to help with continuity, the role of Chair is usually fulfilled by the previous Vice Chair.

Period of appointment:

Fixed term of office, for a maximum of three years depending on the Network's succession plan.

Training:

- Time spent as Vice-Chair
- Guidance from your Local Network Manager or Community Manager
- Training and support available from the Local Network Manager or Community Manager
- Online access to the communities volunteer web area and online resources
- Regular community communications messages

Point of Contact:

The regular contact for this role will either be the Local Network Manager or Community Manager (if your community has one) – if in doubt, contact: communities-support@theiet.org

Communications:

When undertaking this role you can expect to receive:

- Regular contact from the staff team
- Regular contact from your governance group (CC or CRC)
- Ad-hoc queries from individuals keen to know more about your community
- Volunteer Update newsletter

Resources:

The following resources are available to support this role:

- Engineering Communities
- Online marketing toolkit
- Events toolkit
- Governance structure (CRC / CC)
- [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:

- Member of the IET
- If leading a geographic community, preferably permanently resident within the appropriate geographic area
- If leading a technical community, preferably with current / recent professional experience in the area of specialism.

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