**Professional Development Advisory Committee Member**

Professional Development Advisory Committee members act as an advisory committee to the IET on matters relating to professional development.

**Primary focus:**

Those in the Professional Development Advisory Committee have detailed knowledge of Continuing Professional Development (CPD) policies and practices. The committee must include:

- A chairperson
- A representative of the Professional Development Operations Committee
- At least one Young Professional under 30 at the time of appointment
- A representative of the Registration and Standards Committee
- A representative of the CPD Advisors
- A representative of the Volunteer Engagement Board
- Plus other members selected for their knowledge and experience of current good practice in professional development.
- (Membership is capped at ten)

**Main duties and responsibilities:**

- To review and develop existing professional development policies for engineers at all career stages, ensuring that they meet the needs of IET members and industry and take into account the effect of external influences e.g. Government policies; compatibility with the policies of partner institutions; Engineering Council and its successor bodies, or other regulatory body requirements.
- To ensure that the policies are formulated in such a way that they can be implemented and communicated cost effectively.
- To advise on products and services that IET should provide to support professional development for all members and monitor their effectiveness.
- To maintain links with other IET committees and bodies to ensure effective communication, joint working and awareness of key issues across the Institution.
- To nominate members for other, ad hoc panels and working parties as necessary.
- The chairperson represents the committee on the Membership and Professional Development Board.
- A Committee member represents the committee on the Volunteer Engagement Board.

**Member specification:**

Members of PDAC should be members of the IET and ideally an Engineering Council registered engineer or actively seeking professional registration. They should also be familiar with current continuing professional development policy and be maintaining their own CPD records.
Commitment:

- Members serve a three year term.
- Exceptionally a Members term may be extended by one year, where appropriate.
- Two meetings are held each session (year running October to September), usually one virtual and one physical, and otherwise as required.
- Members are expected to attend at least one meeting each session, all is preferable (the Committee may review a Member’s position if they miss three consecutive meetings).
- Members are expected to review the agenda and all supporting papers before each meeting.

Appointment method:

- Application via Application Form to the Professional Development Team;
- Forms will be reviewed and anonymised by responsible staff member(s) and the chairperson will consider recommendations and make the final selection based on anonymised hiring;
- Following selection, nominated committee members will be advised of their formal appointment.

Period of appointment:

- Fixed three year term;
- Possible reappointment for another three years, if appropriate;
- Cannot extend beyond two committee terms.

Training:

- Committee members are expected to understand and meet the IET’s CPD policy requirements.
- Committee members will be enrolled as IET Volunteers and will be expected to undertake mandatory IET volunteer training.
- Previous membership of other committees or undertaking an alternative volunteer role will also provide useful background for this role.

Point of Contact:

Teresa Dale
Professional Development Team Administrator
Tel: 01438 215576
Email: Teresadale@theiet.org

Communications:

When undertaking this role you can expect to receive:

- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- Engineering Communities
- Committee papers
- 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.

Date Updated: September 2021