

IET Scholarship & Bursary Council, Terms of Reference 2021/22

Purpose

To engage with and represent the views of: Diamond Jubilee Scholars (DJS), Engineering Horizons Bursary (EHB) holders to help facilitate the development of these awards in future. This Council 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 Scholarship and Bursary Council represents the DJS and EHB 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 DJS and EHB 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 Scholarship & Bursary Council ("the Council") shall consist of a minimum of 6 and a maximum of 10 elected members, each of whom shall be in receipt of a DJS or EHB for the academic year in which they join the Council and actively contribute to the activities of the Council
2. The Council aims to have equal numbers to represent the DJS and EHB holders, with at least one apprentice representative for Engineering Horizons Bursaries.
3. The Council 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 Council 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 Council will provide regular feedback to the DJS and EHB award Panels via the Scholarships Development Manager when the relevant Panels meet, normally twice per year.
5. Representatives of the Council should introduce and present to the new intake at the Annual Celebration ceremony and seek future candidates that are interested in joining the Council.

6. Minutes/notes of the Council's meetings will be circulated to the YPC for an update of the progress of the Council. It will also be circulated to the Chairs of the Diamond Jubilee Scholars and the Engineering Horizon Bursary panels to facilitate the development of the awards.
7. Members of the Council 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 Council 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 Council will be quorate if 50% of the Council members are present and at least one Diamond Jubilee and Engineering Horizons Bursary holder must be represented.

Period of Service

The normal period of service for a member of the Diamond Jubilee Scholars & Engineering Horizons Bursary Council is two years or for the time they are a Scholarship or Bursary holder.

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