



## **Guidance on the appointment of IET representatives, nominations to external bodies and member/volunteer references**

### **Introduction/Background**

1. The Institution of Engineering and Technology (IET) is invited to appoint representatives and to nominate or provide references for experts to a wide range of external bodies and groupings. These include legal entities, standing committees, short-term working parties or study groups and informal, ad hoc groups.

### **Scope of Guidance**

2. This Guidance is for volunteers wishing to understand the different types of appointments and how requests for representatives, nominations and references for non-staff members for external bodies should be handled.
3. IET representatives to external bodies and groupings are either made by the Main Boards of the IET, such as appointees to the Engineering Council Board of Trustees and the British Standards Institution Committees, or are made with advice from the relevant Board and Committee Chairs, such as appointments to Engineering UK, other inter-institutional groups and the boards of joint venture organisations of which the IET is a shareholder. The IET also nominates, or provides references for, individuals to be appointed to university courts, standards committees and as government advisors.
4. Requests for IET representation, or for an individual to be appointed as an IET representative, on an external body will be formally assessed to ensure the activity is consistent with the objectives of the Institution.

### **Roles and Responsibilities**

5. The roles of representatives and nominees are different: an IET representative is appointed by, and acts on behalf of the Institution, providing a communication channel between the IET and the external body, and, where appropriate, presenting the official IET position; whereas, an IET nominee acts in a personal capacity, contributing their subject matter expertise to the external body, and the decision to appoint the nominee rests with the external body.
6. Where a reference is requested, the role of the IET is to confirm the membership status of the expert and any other information that will enable the external body to make a decision on the appointment.
7. Once appointed, IET representatives require ongoing contact with the IET to ensure they are able to present the IET position effectively. Conversely, nominated experts may have little or no further contact with the IET with respect to the nominated activity.

## **Concept**

8. In general, IET representatives will only be appointed to external bodies which have objectives consistent with the IET's vision, mission and values.
9. Any request for an IET representative should be directed to the appropriate Director, eg Director of Membership and Professional Development in the case of membership or qualifications related appointments. Staff will be able to advise who to approach and how to do so.
10. If it is determined that a representative should be appointed, the Director will work with the chair of any relevant IET group to identify members with the necessary knowledge, skills and experience to undertake the task.
11. The preferred representative will be approached to get their agreement to act on behalf of the IET and the appointment will be confirmed in writing, confirming the effective date and duration of the appointment and any review mechanism, contact details of a supporting staff member, and details of any briefings to be provided to and by the representative.
12. Appointments will be reviewed annually and should be for a fixed term, generally no longer than 3 years.
13. Where a decision is made not to appoint a representative, this will be confirmed in writing to the requesting body.
14. If a member has requested to be appointed as an IET representative to an external body, and this request is declined, the member will be notified in writing.
15. A list of appointments made and the end date of the appointment will be retained in each Directorate.

## **IET Representatives on external bodies:**

16. All appointed representatives will be expected to take and provide briefings with the IET, with the extent and format of briefings between the supporting staff member and the IET representative agreed at the time of appointment.
17. This will include notification of any forthcoming meetings or other activities, and the topics to be covered, and reporting on any decisions, assigned actions and other outcomes, indicating clearly whether any further action from the IET is required.
18. Where required, the supporting staff member should confirm the IET's position on the topics to be discussed and prepare any supporting material.
19. Where the IET representative may be expected to make a commitment on behalf of the IET, the representative should obtain clear guidance and authority to do so, from the supporting staff member or the appropriate IET board, committee or group.
20. The IET will normally meet out-of-pocket expenses for representatives in accordance with the relevant IET guidance.
21. The relevance and contribution of the activity to the IET will be reviewed at appropriate times to determine whether the IET should continue to be represented.

22. The IET representative or the IET should give at least three months' notice of any intention to terminate the appointment, if this will leave a vacancy.

**Nominations to external bodies:**

23. Appointments will be handled as for representatives above and nominations should be directed to the relevant Director.
24. The external body will be responsible for issuing a formal invitation and confirming the appointment.
25. The Directorate will keep a record of nominations made, whether those nominations have resulted in appointments and the anticipated duration of the appointment.
26. The IET will not normally meet expenses incurred by the nominee in respect of the nominated activity.

**Requests from external bodies for references for named individuals:**

27. Any request for references for named individuals to be appointed to external bodies will be checked and the IET will confirm the membership status of the individual, whether there is any disciplinary action outstanding against them, and any other relevant information such as papers published through the Institution.
28. The Directorate will keep a record of references supplied.
29. Individuals for whom references are provided are not normally entitled to claim expenses from the IET in connection with the activities of the external body.



**Control Sheet**

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