

EngTalk Committee Member

Primary focus:

The EngTalk Committee oversees the IET's premier level of public engagement talks: EngTalks. Working together with staff the main responsibility is to help identify emerging hot topics in a range of different subject areas, topics that are likely to attract a large audience both at the event and online, and to help identify appropriate speakers.

Main duties and responsibilities:

- To consider all matters relevant to the IET's overall programme of EngTalks.
- To work in partnership with staff to identify topics and speakers likely to be attractive to a large diverse and younger audience.
- To determine the metrics for evaluating the success or otherwise of individual events.
- To receive for comment summaries of post-event reports to monitor the quality of the series and take any necessary action.
- To review the success or otherwise of individual events and of the programme as a whole, and to ensure the series conforms with IET strategy.
- To report to the Knowledge Services & Solutions Board.

Appointment method:

Any IET member can nominate themselves or others. Two new committee members are selected and appointed each year by the EngTalk Committee and Senior Staff Member against the person specification and ensuring a balance of skills, age, and experience within the committee as a whole.

Period of appointment:

The EngTalk Committee role is 3 years in duration. It meets approx. three times a year in London to coincide with a talk, the meetings typically last no longer than 2 hours. It is possible to dial people into the meetings, and there is budget to cover some travel expenses, but this will not cover international travel.

Training:

There is no formal training for a role on the committee.

Point of Contact:

The Senior Staff Member contact for this Committee is Evanna Gale, IET Content and Engagement Manager, egale@theiet.org, tel: +44 (0)1438 767371.

Communications:

When undertaking this role you can expect to receive:

- Communication from relevant Event Producer to help plan forthcoming EngTalks
- Occasional emails/phone calls from Events Team
- Attend or dial into a maximum of 3 meetings per year in Savoy Place
- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

Policies and procedures:

- To undertake this role you are expected to be up-to-date with the review and online sign-up of the following:
 - 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
 - Tax Evasion Facilitation Prevention
- [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:

EngTalks Committee members should have a proven track history in either Industry or Academia. YP or student members should be able to demonstrate that they are active in the wider STEM community. They should be well respected within the community and have a good understanding of popular and emerging topics in their area of expertise. Regular attendance at EngTalks is also an advantage.

Each committee member should be able to demonstrate as many as possible of the following skills:

- Understanding and commitment to the IET and its objectives;
- Integrity;
- The ability to make good, independent judgements;
- Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;
- High level strategic thinking and vision;

- Ability to think creatively;
- Willingness to speak their mind;
- Should act and take decisions in an open and transparent manner;
- Ability to work effectively as a member of a team;
- Experience in one or more of the sectors of interest to the IET.

The IET EngTalks Committee as an entity needs skills and experience in the following areas:

Essential

- Well-connected within the STEM community;
- Proven ability to identify and engage suitable speakers;
- Understanding of the international engineering and technology industry;
- A desire to promote STEM through high class talks to the younger generation.

Specialist

- Specialist knowledge in at least one of the IET sectors;
- Understanding of the community dynamic.

Desirable

- Diversity;
- Ability to attend at least two meetings per year plus some of the five EngTalks.

Date Updated: October 2021