

### **Technical Committee Member (IET Codes & Guidance)**

Each of the committees working on our codes/guides have a wide pool of representatives from various stakeholder groups. Their job is to ensure that the final code/guide covers the intended scope of the work, that there is consensus and that the code/guide is of genuine value to the industry.

#### **Primary focus:**

Each member will be expected to be actively involved in the discussions about the proposed work and help with the development of the draft document.

#### **Main duties and responsibilities:**

- Attend scoping, drafting and review meetings (predominantly virtual)
- Represent the view of a particular institute and or group of stakeholders
- Read and comment on drafts of the scope and document as it develops
- Engage other stakeholders as appropriate
- Assist with the dissemination, promotion and acceptance of the standard

#### **Appointment method:**

Recommended by other members of the committee/sponsors or initiators of the code or guide.

#### **Period of appointment:**

We do not define a period as we would want a member to be engaged in the process during the development of the work and if possible for future updates.

#### **Training:**

No formal training required. Previous standards committee experience is valuable. Guidance on requirements is communicated at each stage by the committee secretary.

#### **Point of Contact:**

The regular contact for this role will be a Portfolio Development Manager within the IET Codes & Guidance team.

Queries can be directed to: [ietstandardsenquiries@theiet.org](mailto:ietstandardsenquiries@theiet.org)

#### **Communications:**

- [IET Codes & Guidance website](#)
- Wiring Matters newsletter
- Volunteer Update e-newsletter

## **Resources:**

The following resources are available to support this role:

- [IET Codes & guidance website](#)
- [Volunteering Handbook](#)
- Online induction
- [Volunteer Hub](#) web area

## **Policies and procedures:**

Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies upon engagement; this activity is undertaken through an online learning environment.

### [Online sign-up to Policies and Code of Conduct:](#)

- Anti-bribery and Corruption Policy
- Anti-facilitation of Tax Evasion Policy
- Anti-slavery Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy
- Volunteer Code of Conduct

[Other policies and guidance](#) are also provided to enable you to undertake your volunteering role.

## **Person specification:**

- At least 5 years' experience in the relevant area of the standard;
- Considerable knowledge of a relevant aspect expected to be covered by the work;
- Membership (or agreed representation of) a recognised organisation relevant to the work;
- Preferable:
  - IET member
  - Experience of drafting / reviewing standards

Date Updated: March 2022