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

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