Volunteering role	Community Committee Member
Role synopsis and primary focus	In the role of Community Committee Member, you will be representing the IET on behalf of your respective Local or Technical Network. You will take an active role in taking responsibility for one, or a series, of community activities and lead on/coordinate the delivery of the activity to engage the local engineering community.
Person requirements	• An interest in engaging the local engineering community and the general public. • If serving a local network, resident within the appropriate geographic area. • If serving a technical network, current/recent professional experience in the area of specialism.
What you can gain from this role	This role will help you build your communication skills, share knowledge with your peers and provide an opportunity for you to widen your own professional network. You will have the opportunity to focus on specific roles and develop areas of interest.
Main duties and responsibilities	Typical responsibilities may include; • Take leadership responsibility for a specific activity, or series of activities. • Ensure that the main contributor(s) is/are secured, fully informed of all practical details, supported during the activity and thanked formally. • Liaise with the Local Network Manager or Community Manager in good time to secure appropriate support from the staff team. • Liaise with the Treasurer/budget holder to ensure that all financial transactions are agreed and completed. • Secure the help of other volunteers to provide the necessary supporting roles at the event to achieve the maximum impact of the activity. • Other duties and responsibilities aligned with the specific role on the committee. You could be assigned a particular **focused** role within the committee: Activity Organiser, Planner, Communications; Social Media, EngX, Publicity and Promotion, Vice Chair.
How this role supports our vision and mission	Inform, Inspire and Influence our local engineering communities.
Period of appointment	Where possible it is recommended that all roles are three-year terms.
Time Commitment	Typically, a few hours a month, plus more if organising activities.
Appointment method	Send an email expressing your interest to the communities team communites-support@theiet.org
Induction	Upon engagement you will be provided with: • Volunteers' Handbook

	• Access to IET EngX® online Volunteering community
	• All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies, and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system. • Other volunteer policies and guidance are provided on IET EngX®
Training	• Guidance from your Local Network Manager or Community Manager. • Training and support available from the Local Network Manager or Community Manager. • Access to the IET EngX® Communities online area and resources. • Regular community communications messages.
Point of contact	The regular contact for this role will either be the Local Network Manager or Community Manager Initial enquiries about applying for the role can be directed to volunteer@theiet.org

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