

27 October 2020

**PAPER CLASSIFICATION: OPEN**

**Board of Trustees**

**CHANGES TO THE YOUNG PROFESSIONALS COMMUNITY COMMITTEE**

(Note by Lizzie Truett. If you have any questions on this paper before the meeting please contact Lizzie on 01438 767440 or by email [lizzietruett@theiet.org](mailto:lizzietruett@theiet.org))

**1. Issue**

To update the Board of Trustees about the proposed changes to the Young Professionals Community Committee (YPCC) to strengthen its position and influence within the IET and to implement the Young Professional Volunteer Strategy that is currently being developed.

**2. Timing**

Board of Trustees meeting, 6 November 2020.

**3. For Recommendation**

3.1. The Board of Trustees is invited to approve:

3.1.1. the proposed changes to the name, terms of reference and reporting line of the Young Professionals Community Committee;

3.1.2. the proposed changes to the terms of reference of the Communities Resourcing Committee.

**4. Background**

4.1. The YPCC last presented an update to the Board of Trustees on 11 May 2020 where it was noted that a strategy was being developed for YP volunteers (Minute 8 of T(20)M3 refers). As part of this strategy development, the structure of the Committee has also been reviewed.

4.2. At its meeting on 8 November 2019 the Board of Trustees suggested that the reporting structure for the YPCC should be reviewed (Minute 12.5 of T(19)M7 refers).

4.3. In July 2020 the YPCC presented a paper to the Communities Resourcing Committee that proposed a number of key changes to be made to the YPCC. The most relevant were the change in reporting structure from the Communities Resourcing Committee and the Knowledge Services and Solutions Board to the Volunteer Engagement Board and to reduce the number of Committee members. This paper was approved by the Communities Resourcing Committee and is presented in full (see Appendix A).

4.4. The Knowledge Services and Solutions Board and Volunteer Engagement Board both approved the proposed changes at their meetings on 1 October 2020.

**5. Key Points**

5.1. The YPCC is working on a strategy that will help ensure that the views and issues effecting young engineers are at the heart of the IET’s future plans, keeping the Institution relevant for future generations. The strategy is expected to be finalised alongside the wider Volunteer Strategy in the first quarter of 2021.

5.2. To help facilitate the strategy it is proposed that that:

- the name of the Young Professionals Community Committee (YPCC) should change to the Young Professionals Committee (YPC);
- the reporting line should change from the Communities Resourcing Committee to the Volunteer Engagement Board, to give the YPC more prominence to volunteer groups across the IET;
- the number of members on the Committee be reduced from 19 to 12 over two years, to make the Committee more efficient and help reduce costs;
- that the Terms of Reference of the Committee be amended as set out in Appendix B.

5.3. The Terms of Reference of the Communities Resourcing Committee will also be amended to reflect these proposed changes (see Appendix C).

**6. Risk**

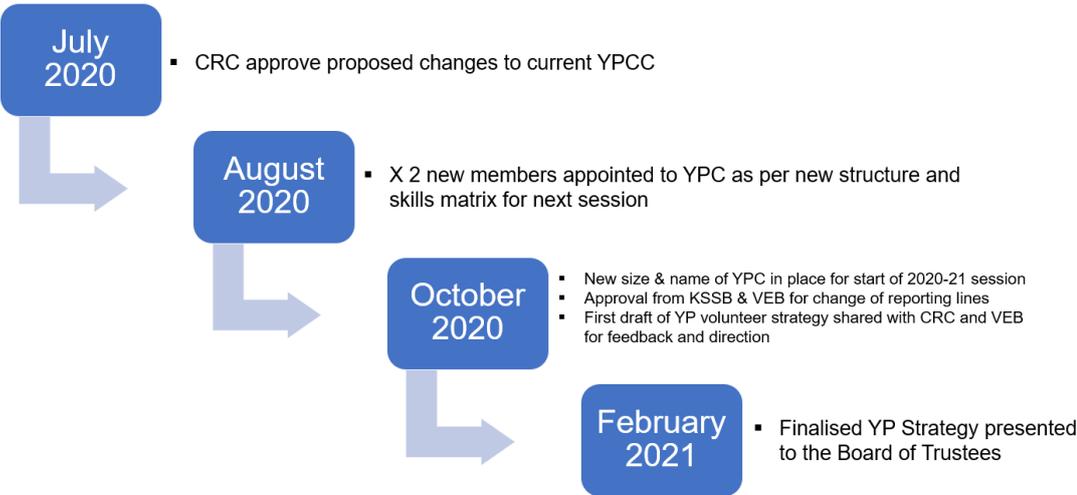
Key risks highlighted in the Communities Resourcing Committee paper (Appendix A).

**7. Resources**

Key resources highlighted in the Communities Resourcing Committee paper (Appendix A).

**8. Timelines**

8.1. Since the approval of the paper in Appendix A by the Communities Resourcing Committee there has been some updated timescales relating to the Board of Trustees approving the Young Professional Volunteer Strategy.



29 June 2020

**PAPER CLASSIFICATION: PRIVATE AND CONFIDENTIAL**

**Communities Resourcing Committee**

**CHANGES TO THE YOUNG PROFESSIONALS COMMUNITY COMMITTEE**

(Paper by Lizzie Truett, Imran Shafique Ansari, Laura Barrabia Gill and Sam Presley. If you have any questions on this paper before the meeting, please contact Lizzie Truett on 01438 767440 or by email [lizzietruett@theiet.org](mailto:lizzietruett@theiet.org))

**1. Issue**

To present the new strategy for Young Professional volunteers which includes recommendations specifically relating to the Young Professionals Community Committee (YPCC).

**2. Timing**

To be discussed during the virtual Communities Resourcing Committee (CRC) meeting in July 2020.

**3. Reason for Paper Classification**

Suggested changes to the YPCC may impact individual volunteers, therefore the changes need to be communicated to them personally before any public sharing of information.

**4. For Recommendation**

**5. Background**

5.1. Developing a YP volunteer strategy

5.1.1. To ensure the IET remains relevant and appealing to future generations of engineers and technicians, a strategy to utilise and focus the growing network of young professional volunteers to help deliver the IET's strategic aims is being developed. This is supported by the Board of Trustees.

5.1.2. The strategy is still being developed, however the approach and methodology is as follows;

- a) Set key objectives for how YP volunteers can contribute to the IET's wider mission
- b) Look at the market for opportunities and learnings from similar organisations as well as commercial ones (see appendix C)

- c) Set clear expectations of who is accountable and how these objectives will be achieved ie through staff team, YP governance or wider YP network (including students and apprentices)
- d) Set clear measures of success and include how we will measure the impact against the IET strategic KPIs
- e) Create and implement a 5-year tactical plan to achieve the objectives

5.1.3. As part of the strategy document, there will still be a need for a YP Committee as part of the IET's governance structure, but changes will need to be made to ensure it supports the strategy in the most effective way.

## 5.2. Current structure of YPCC

There are 19 positions on the current YPCC which reports into the CRC:

- Chair – also sits on CRC
- Vice Chair
- Past Chair
- X 3 Elected Positions
- X 3 Appointed Positions
- X 5 Regional Community Committee (CC) Positions
- Student Rep
- Apprentice Rep
- Technical Network Rep
- Board of Trustees Rep
- Senior Staff Member

## 5.3. Expanding the wider YP network

5.3.1. Since the YPCC was formed, the wider network of students and Young Professionals has been growing. This has allowed the IET more visibility and traction with this age group and gives individuals the chance to engage with the IET more than they have been able to in the past.

5.3.2. A new Young Professional Ambassador volunteer role was created in 2019 to capture those individuals who wanted to be involved with the IET but may not necessarily know how to. The Ambassador role gave simple yet empowering tasks to connect them with other YP volunteers and their most relevant communities (local or technical). A separate Facebook group was also set up to inform them about important and relevant information plus encouraging them to connect with each other and share best practice.

5.3.3. Social media is the most effective communication channel for this audience and a content plan has been developed to maximise the engagement on the Young Professionals and On Campus Facebook pages. These channels can be an incredibly effective way for any IET business area to get their message or campaigns across to the student and YP audience.

## 5.4. Overview of market

5.4.1. To assess whether the IET's YP governance structure is as effective as possible, a comparison has been conducted against similar organisations like IEEE and IMechE. An overview of the main differences to the YPCC are highlighted below but a more in-depth analysis of each organisation can be found in Appendix A.

	IET (as is)	IMechE	IEEE
<b>Name</b>	Young Professionals Community Committee (YPCC)	Young Members Board (YMB)	IEEE Young Professionals Committee
<b>No. of Members on board</b>	18*	40	11*
<b>Criteria</b>	18-33 years old at time of appointment	Associate and any member up to ten years after achieving professional registration	Members and volunteers who have graduated with their first professional degree in the last 15 years
<b>Reports to</b>	CRC – KS&SB - BoT	Trustee Board	Board of Governors
<b>No. physical meetings each year</b>	3	4	3
<b>Regional representation</b>	1 rep from each regional CC, other members appointed via skills matrix	Regional representatives from each regional committee sits on YMB	Regional YP groups report into this committee
<b>Flagship Events / Initiatives</b>	PATW, On Campus	Speak Out for Engineering, Formula Student, CHAIN	IMPACT Blog, Xtreme Programming, IEEE App

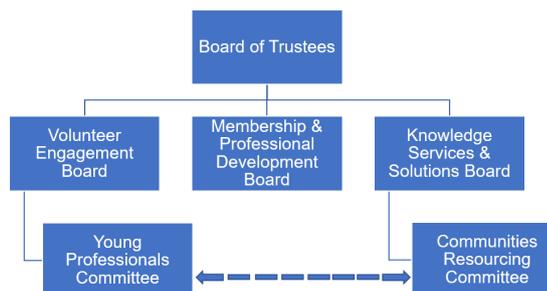
\*not including Staff Members.

5.4.2. It is also worth noting that there is also a number of commercial companies who are making sure the voices of young engineers are heard by creating advisory boards.

## 6. Recommendations

6.1. It is proposed to change the name of the committee to the 'Young Professionals Committee (YPC)'. This change will better reflect the wider influence of the committee. It will allow the Committee to continue to connect with and drive activities through Communities but will also make it easier to work on projects and initiatives across the wider IET as the risk of them being pigeonholed as 'only' being aligned to Communities is reduced.

6.2. Similarly, it is proposed to change the reporting line of the YPC within the governance structure so that they no longer report to the CRC but instead report directly to the Volunteer Engagement Board (VEB). This elevation will help give the YPC more visibility and allow them to more directly input to the IET's strategic aims and objectives. It will also better align the YP Governance with similar organisations (as in 5.4):



- 6.3. The Volunteer Engagement Board (VEB) is the most logical place for the YPC to report to as this Board is looking at a strategy to engage volunteers across the whole IET, just as the YP Strategy is focusing on how YP volunteers can support the wider IET. This does not limit the YPC from having any connection to MPD or KS&S Boards and the communication to these Boards will be actively encouraged. The VEB have shown support for this proposal and agrees the placement of the YPC fits with the overarching volunteer strategy they are also developing.
- 6.4. In the past there has been some concern expressed about the cost to administer the YPCC in comparison with the perceived impact of its work. One of the reasons for the relatively high cost to administer the committee is that it has a large number of members representing each global region of the IET.
- 6.5. It is proposed that the number of committee members be reduced and that members be appointed based on skills required whilst still ensuring the regions are adequately represented. The proposed changes to the committee will be phased in over two stages to allow for existing Members' terms to come to an end. Each stage includes the recommendation that the Vice Chair has a place on the CRC to ensure the connection between Communities and the YPC is still strong.

	<b>Current Structure</b>	<b>Stage 1 (2020-21 Session)</b>	<b>Stage 2 (2021-22 Session)</b>
1	Chair – sits on CRC	Chair – sits on VEB	Chair – sits on VEB
2	Vice Chair	Vice Chair – sits on CRC	Vice Chair – sits on CRC
3	Past Chair	Past Chair	Past Chair
4	Appointed Member	Appointed Member – UK focus	Appointed Member – UK focus*
5	Appointed Member	Appointed Member – Americas focus	Appointed Member – Americas focus*
6	Appointed Member	Appointed Member – EMEA focus	Appointed Member – EMEA focus*
7	Elected Member	Appointed Member - South Asia focus	Appointed Member - South Asia focus*
8	Elected Member	Appointed Member - Asia Pacific focus	Appointed Member - Asia Pacific focus*
9	Elected Member	Appointed Member – Skills / Experience Based	Appointed Member – Skills / Experience Based*
10	CC-UK Rep	Appointed Member – Student focus	Appointed Member – Skills / Experience Based*
11	CC-Americas Rep	Appointed Member – Apprentice focus	Board of Trustees Rep
12	CC-EMEA Rep	Appointed Member - Technical Network focus	Senior Staff Member
13	CC-South Asia Rep	Board of Trustees Rep	

14	CC-Asia Pacific Rep	Senior Staff Member	
15	Student Rep		
16	Apprentice Rep		
17	Technical Network Rep		
18	Board of Trustees Rep		
19	Senior Staff Member		

\*Please note: the skills matrix will also appoint these 7 individuals looking for Student, Apprentice, or TN focus.

6.6. To make the operating costs of the Committee as efficient as possible, they will meet during 'strategic workshop weekends' three times a year. This will be achieved by using economy travel options, weekend venue booking rates and tagging on to other events or initiatives where possible to maximise the time of the volunteers.

6.7. Adopt clear roles & responsibilities

IET Staff Team	YP Committee	YP Network
Managing YP Committee, providing structure & guidance	Be the voice of YPs globally	Connecting with each other
Connect YP network together and with other relevant business areas	Strategic thinking	Being IET Ambassadors, promoting relevant initiatives
Operational support for student & YP led communities	Work with IET to develop new or adapt existing products and services	Sharing content & stories for wider distribution
	Champions of IET within YP network	

## 7. Key Points

7.1. The YPCC is working on strategy that will help ensure that the views and issues affecting young engineers are at the heart of the IET's future plans, keeping the Institution relevant for future generations.

7.2. To help facilitate the strategy there are recommendations that:

- the name of the YPCC should change to YPC
- that the reporting line should change from CRC to VEB to give the YPC more prominence across the IET
- that the number of members on the committee be reduced from 19 to 12 over two years to make the committee more efficient and help reduce costs.

**8. Risk**

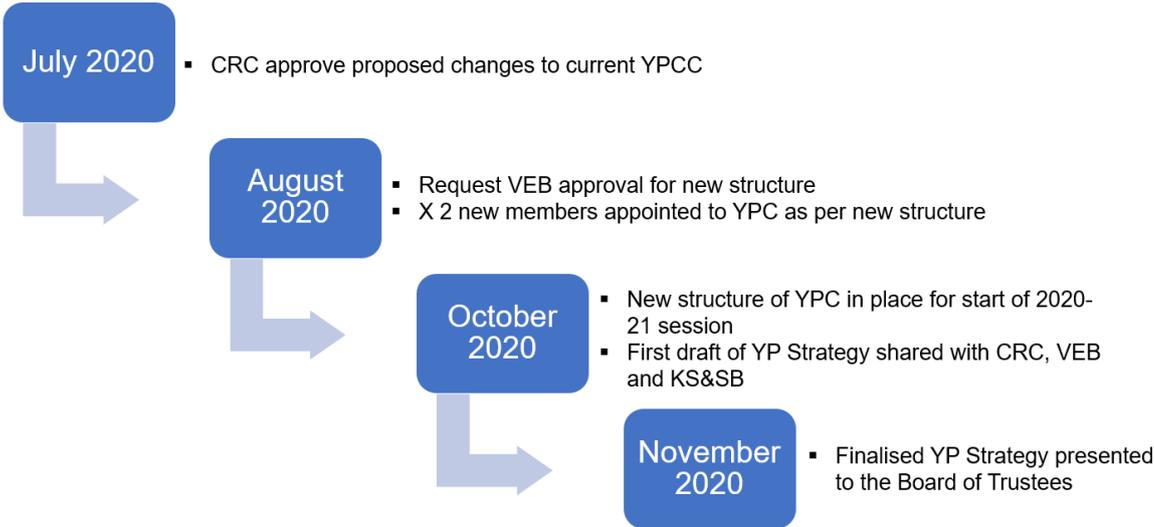
- 8.1. There is a potential loss of brand awareness of the existing YPCC name, however the negative impact of the name change will be minimal, and the new name has deliberately been chosen as it is not too far away from the current one. For the first six months, in any communication, the proposal is for 'formally known as the YPCC' to be quoted next to any reference to the YPC.
- 8.2. A big concern may be the potential breakdown in communication and connection with the regional CCs. With the introduction of responsibility of the Vice Chair to take a seat on the CRC, this will ensure clear communication is maintained and Regional CCs still have a link in to the YPC. The YPs and students within each region are very much part of the wider YP Volunteer Strategy so maintaining this relationship is key to a successful adoption of the strategy.
- 8.3. It is also worth noting that there are no plans to move the Young Professionals Staff Team from the Communities & Events department. This will ensure that the connection between the YPC and wider communities is still maintained.

**9. Resources and Dependencies**

- 9.1. Marketing resource will be required to re-launch the new committee across the website and social media channels. This could be scheduled around the window of applying for appointed positions (Jan – April) in 2021.
- 9.2. A new Constitution and Terms of Reference document will need to be written and sent to Governance for approval and all relevant platforms will need to be updated with this new information ie website, handbooks, role descriptions.

**10. Timelines**

The below timelines relate to the change in the YP Committee but also include the YP Strategy.



**PEER ANALYSIS**

**IEEE**

IEEE Young Professionals (YP)s are defined as IEEE members and volunteers who have graduated with their first professional degree in the last 15 years ie it includes recent university graduates to early careers / experienced professionals and entrepreneurs.

IEEE has grown into huge number of societies that run quite in parallel to the main IEEE such as Aerospace and Electronic Systems Society (AESS), Communications Society (ComSoc), Education Society (EdSoc), Engineering in Medicine and Biology Society (EMBS), Ocean Engineering Society (OES), and Technology an Engineering Management Society (TEMS), among many others. Majority of these independent societies, based on their age, run their governance near-parallel to the main IEEE. Hence, many of these independent societies have recently geared their focus towards YPs. For instance, Specifically, IEEE ComSoc YP was created in 2016 and has been growing since.

IEEE YP / ComSoc YP governs YP / ComSoc YP affinity groups (university-based YP / ComSoc YP groups), regional-based YP / ComSoc YP groups, and technical activities (TA) Society-based YP / ComSoc YP groups. IEEE YP / ComSoc YP report back to Board-of-Governers (BoG) / ComSoc BoG.

Attributes	IET YPCC	IEEE YP Committee	IEEE ComSoc YP Committee
Members	Past Chair, Chair, Vice-Chair, 7 x Appointed, BoT Rep, Senior Staff, and 2 x Staff	Past Chair, Chair, 5xVice-Chairs (based on specific roles, fulfilling regional representation as well), 3 x Regional Technical Activities YP reps, Senior Staff, and 2 x Staff	2xPast Chairs, Chair, 5xMember-at-Large (Voting Members), 4xProject-based Members, no Staff Support
Physical Meetings	3	3	1
Reporting	CRC / VE	BoG	BoG
Students	On Campus (OC)	Affinity Groups	Affinity Groups
Regional	Indirectly via CCs during CRC; South-Asia YP; and NZ&A YP	Regional YP Groups	Regional YP Groups
Technical	Through TN rep / TN-CC	TA / Society reps	-

Like IET YPCC and various other volunteer organisations, IEEE YPs promote / attract membership through various types of activities including educational (seminars, workshops, and conferences), entertaining (competitions and social events), awards, and periodicals (blogs and social platforms). Specific details are tabulated below relative to IET YPCC.

Events	IET YPCC	IEEE YP	IEEE ComSoc YP
Blog	Online Member News	IMPACT	Website
Semi-Volunteers	YPAs	µVolunteering	µVolunteering
Awards	GOTY	<ul style="list-style-type: none"> <li>• Outstanding YP</li> <li>• Hall of Fame</li> </ul>	<ul style="list-style-type: none"> <li>• Best Paper</li> <li>• Best YP Academia</li> <li>• Best YP Industry</li> </ul>

		• YP Achievement	
Competitions	<ul style="list-style-type: none"> <li>• PATW</li> <li>• Global Challenge</li> </ul>	Xtreme Programming	-
App	-	IEEE App	IEEE ComSoc App
Participation in Flagship Conferences	-	Various	<ul style="list-style-type: none"> <li>• Globecom (Annually)</li> <li>• ICC (Annually)</li> </ul>
Training / Courses / Workshops / Learning	Yes	Yes	No
Webinars	Yes	Yes	Yes
Social Platforms	Yes	Yes	Yes

## IMechE

The Institution of Mechanical Engineers (IMechE) has over 100,000 members of which approximately 65,000 are classed as Young Members. The definition of a Young Member is “Any Affiliate, Associate and any member up to ten years after achieving professional registration”.

The IMechE Young Members Board (YMB):

- The IMechE’s national Board dedicated to the needs of Young Members
- The YMB is formed over 40 members. Made up of representatives from the 16 UK Regions, seven International Representatives, eight Divisions and 10 Groups plus elected officers (Chair, Deputy Chair, two Vice Chairs, and a Trustee Board representative).
- Reports directly to the Trustee Board.
- YMB Executive Committee consists of: Chair, Chair-Elect, Two Vice-Chairs, YMB Trustee Board Representative sit on Council and are invited to attend the two council meetings per years.
- Supported by staff in the Member Engagement team.

What does the YMB do?

- The young members board bids for money every year from the Trustee Board. They use this money to run a series of projects devised from the main IMechE strategy. These can include things like the running and marketing of the global engineering debate or costs to send members to a certain event eg Formula student to promote membership.
- Other projects do not cost eg writing toolkits to help other volunteers or bringing issues up to the main senior boards that affect young members.
- Represents Young Members across the IMechE network.
- Acts a conduit for Young Member views to the Trustee Board and Council, and vice versa.
- Supports IMechE’s member recruitment and professional development activities
- Liaises with Young Member groups in other engineering organisations.
- The YMB meet four times a year. It is hoped all reps can attend all four meetings each year, there are options to dial in, Skype or send a delegate.
- Looks at short and long-term strategy.
- Engages existing Young Members and prospective members and wider public by creating a portfolio of engaging events and opportunities to show the benefit of entering the profession and becoming chartered.

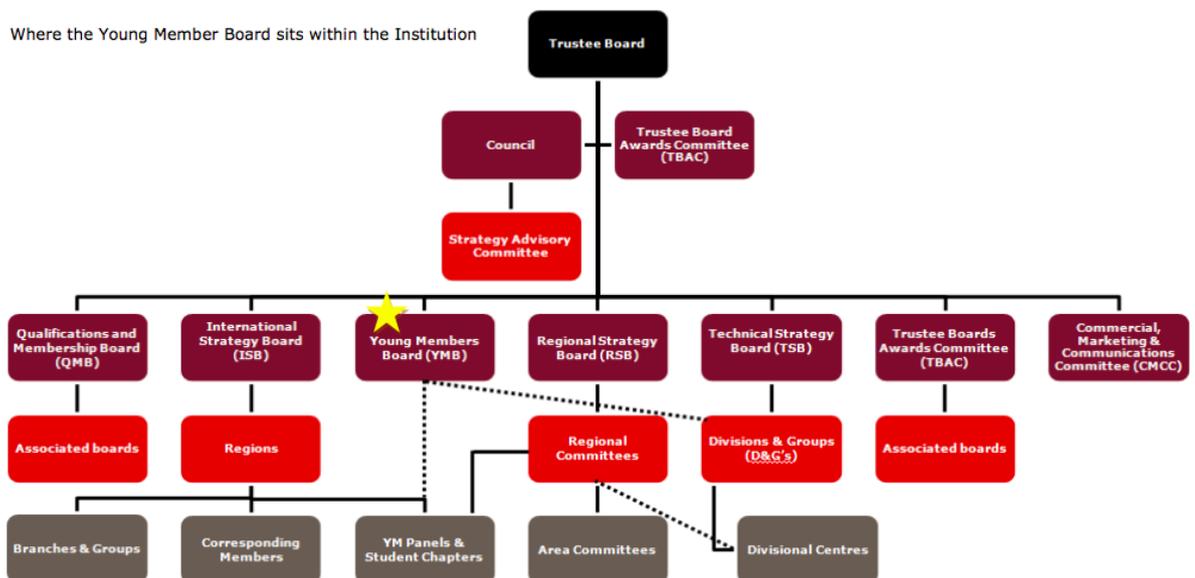
- Links to industry and employers to ensure business relevance.
- Promotes professional development of members.

### The Role of YMB Regional/Divisional Representative

- A regional representative sits on the Regional Committee and represents Young Member interests at meetings.
- A divisional representative sits on their relevant divisional board and represents member interests at meetings.
- The main role of the YMB representative is to act as a conduit for the exchange of information between the YMB and the Young Member panels in the region they represent. The role means contributing to the national work of the Young Members and therefore YMB reps will be required to take on actions on behalf of the YMB.

### YMB Activities and Competitions:

- Chain: CHAIN is an inter-institutional event designed to engage, inform, and inspire early career engineers based in a specific geographical area.
- Global Engineering Debate: Its purpose is to create a platform where young engineers around the globe can debate the key issues that affect the current and future generations of engineering professionals.
- Great Event Ideas Guide: <https://www.imeche.org/docs/default-source/1-oscar/Get-involved/great-event-ideas-issue-one-final.pdf?sfvrsn=2>
- Speak Out for Engineering (similar to PATW, only for members) Website: <https://www.imeche.org/about-us/imeche-governance/young-members-board-representatives>



## PROPOSED AMENDMENTS TO TERMS OF REFERENCE

### YOUNG PROFESSIONALS ~~COMMUNITY~~ COMMITTEE

#### Terms of Reference

The purpose of the Young Professionals ~~Community~~ Committee (~~YPCC~~) (~~YPC~~) is ~~to deliver the Young Professionals Mission Statement and Objectives to be the voice of Young Professionals within the IET and work with them to help the IET achieve its overall aims and objectives.~~

#### Mission Statement (of the Committee)

To inspire, inform and influence the global community of young professional engineers, supporting and promoting technology innovation to meet the needs of society.

#### Objectives

- ~~▪ Recruit and retain Young Professionals (YPs) for the IET.~~
- ~~▪ Engage YPs and increase the number and quality of initiatives they deliver.~~
- ~~▪ Encourage sharing of knowledge and best practice.~~
- Ensure YPs are contributing to the IET's wider strategy.
- Ensure YPs understand and experience the value of being involved with the IET.
- Facilitate YPs to have the opportunity to share knowledge and experience.
- Raise ~~the~~ profile and awareness of ~~YPs throughout~~ Young Professionals within the IET and the wider engineering community.
- Drive the delivery of key YP ~~led~~ competitions and initiatives.

The ~~YPCC~~ YPC will:

- Recommend to all appropriate stakeholders how best the IET can meet the needs of YPs by providing YP resource and expertise for development of YP strategies.
- Innovate, develop and deliver products and ideas to drive YP retention and growth throughout the IET.
- Clearly identify and communicate with all stakeholders on a timely, consistent basis to enhance the ~~brand~~ reputation of IET YPs within the IET and the wider engineering community
- Motivate, inspire and support active YPs in the regions globally to increase their active IET engagement and effectiveness by sharing of ideas and best practice, engendering a culture of volunteer excellence.
- Recognise the most active and effective YP volunteers for future YPC member recruitment.
- Maintain a sound awareness and knowledge of the state of YP engagement across the regions and of the YP participants contributing to that engagement. Capture and share engagement best practice and provide support (where possible) to areas struggling to engage YPs.
- Make arrangements for and strategic decisions on the Present Around The World competition; liaise with IET staff member/s to manage the tracking of participants through the procedure. Encourage Local Networks to participate in the competition.
- Support the delivery of existing and future regional YP activities such as the regional final of the Present Around The World competition.
- Support the delivery of ~~the YP Global Challenge~~ any YP-led projects or initiatives.

- Review the terms of reference annually to ensure the **YPCG YPC** continues to operate in an agile way, delivering the greatest value possible to the IET.
- Act as role models for all YP volunteers, especially focusing on the YP Ambassador volunteer community to inspire them and encourage them to maximise their volunteering efforts.

## Person Specification

In order to be on the Committee, it would be desirable if candidates met some or all of the following criteria. This will vary each year dependent on the skills of current Committee members and gaps will be identified.

### General skills:

- Awareness of young engineers' issues in your their own country.
- Knowledge of your their local education system.
- Financial management and budgeting.
- Influencing Ability to influence stakeholders.
- Public relations/communications/marketing/social media knowledge.
- Understanding of the international engineering and technology industry.
- Experience in project/programme management.
- Experience in planning or organising events or competitions.
- Previous experience on an On Campus group, a Local Network, Technical Network or other Board or Committee.
- Appreciation of the different routes into engineering, ie University or Apprenticeship.
- Management and leadership.
- Knowledge of effective social networking.
- Awareness of other Professional Engineering Institutions' offerings in your their area.
- Experience of volunteering in another role.
- ~~Experience in organising or running competitions.~~
- Passionate about developing YPs and considering effective ways to engage with them.

### Specialist skills:

- Experience in academia.
- Web-based information dissemination experience.
- Analytical and research skills.
- Diversity and ethical knowledge.

### Desirable skills:

- Legal.
- Publishing.

## General

For all members, the period of service on the Committee cannot be extended beyond a maximum of 6 years.

## **YPCG YPC Executive**

The Chair, Vice Chair, Past Chair and Senior Staff Member form the **YPCG YPC** Executive.

The Chair, Vice Chair and Past Chair positions only hold a term of one year each. **The** Vice Chair will step into the Chair role and then into the Past Chair role. This means that a Vice Chair – Chair – Past Chair will be on the **YPCG YPC** Executive for a maximum of three years.

An individual must be under the age of 33 at time of appointment into the Vice Chair role. This age is to allow for appointment to Vice Chair from within the Committee. An incoming Vice Chair can be selected from the current pool of YPGG YPC members or from outside the Committee Alumni members of the Committee. Any Alumni must have at least a break of 1 year from the YPC before joining the YPC Executive as Vice Chair.

With recommendation from the YPGG YPC Executive, the ~~Communities Resourcing Committee~~ Volunteer Engagement Board will approve the suggested Vice Chair who will fill the role of Vice Chair for a year before moving in as the Chair the year after.

If the Past Chair position is vacant, the YPGG YPC Chair reserves the right to appoint any Young Professional YPC Alumni from outside the YPGG YPC to fill the vacancy. This person must be 35 or under at time of appointment as 35 is the maximum age for the Past Chair. They can only stay on the YPGG YPC for a period of 1 year.

### **Meetings and Performance**

The YPGG YPC will meet virtually on a regular basis (around every 4/6 weeks) and have 3 physical meetings a year (usually held in October, Feb/March and June).

Any member who has not attended three meetings (physical or virtual) at least one physical meeting or at least 3 virtual meetings will be considered to have resigned from the YPGG YPC. In some cases due to different time zones and any external YPGG YPC commitments, the YPGG YPC Executive has the authority to overrule this if it is considered that the member is making good progress against current YPGG YPC strategy and that the Executive feels that the member has provided adequate updates on a regular basis.

Members of the Committee are expected to actively participate in meetings, contributing their ideas and suggestions. The Committee operates a project-based approach to their strategy and therefore each member should be actively engaged with at least one project each year.

### **Appointed YP Roles**

Any IET member under the age of 30 (when their term begins) can be considered for an appointed role on the YPGG YPC.

The YPGG YPC Executive will appoint new members based on their experience and skillset by considering how these will benefit the YPGG YPC and its current strategy. The current skillset of the YPC will also be taken into consideration and any gaps will be filled accordingly.

All appointed candidates will be asked to fill in a self-assessment skills matrix with the opportunity to also provide a cover letter and accompanying comments to each of the skills identified.

Regionality of candidates will also be considered to ensure the YPC has an even regional representation across the Committee.

Ordinary appointed YP YPC positions will be for a 3-year term with one position 2-year term with a minimum of two positions being available for appointment each year.

If Ordinary role vacancies exist on the YPGG YPC, members can be appointed at any time. If members are appointed mid-Session their term will not be extended; they will remain on the YPC for the duration of the term for that role.

## **Appointed Student and Apprentice Roles**

Any IET Student or Apprentice under the age of 30 (when term begins) can be considered for an appointed student and apprentice role roles on the YPCG YPC ^^

~~YPCG The YPC will look to each CC to find suitable Students for their region. If places still need to be filled the YPCG will use the existing database of Student and Apprentice volunteers (mainly On Campus) but will also~~ look at the IET membership base as a whole.

The ~~YPCG Exec~~ YPC Executive will appoint Students these roles based on their the individuals' experience and skillset by considering how these will benefit the YPCG YPC and its current strategy.

All student and apprentice candidates will be asked to fill in a self-assessment skills matrix with the opportunity to also provide a cover letter and accompanying comments to each of the skills identified.

Appointed Student and Apprentice positions will initially be for a one-year term and the candidates must be a full-time student or apprentice for the majority of this one-year term.

~~There will be one Student position reserved for each region. If there is a vacancy for one region it cannot be filled with a Student from another.~~

Students Student and Apprentice positions can have their terms extended if they still meet the main criteria to a maximum of 3 years.

Students will hold voting rights.

^^ These members need to hold Student member status (also includes Apprentices) with the IET, as defined in the membership categories. This includes masters level students.

## **YP Representatives**

~~Other Committees are responsible for selecting a representative to join the YPCG.~~

~~There is no age limit for the representatives, although representatives must show an interest in YP activities and initiatives.~~

~~The representative can only stay on the YPCG for the duration of the term of their elected/appointed role on the Board or Committee that they are representing.~~

~~If the representative is not able to attend a meeting, they will be expected to provide an update to YPCG before that meeting.~~

## **Co-opted Roles**

The YPCG YPC can appoint co-opted members to the Committee at any time by means of a Committee vote. Co-opted member terms will be for a maximum of one year. Co-opted members of the Committee do not hold voting rights.

There is no age limit for co-opted members, although co-opted members must show an interest in YP activities and initiatives.

No more than two IET members can be co-opted onto the YPCG YPC at any one time.

Members can only be co-opted for a maximum of one year.

## Constitution

The ~~YPCG~~ YPC has a total of ~~22~~ 14 defined positions, which are as follows:

- Chair \*
- Vice Chair \*
- Past Chair \*
- ~~▪ Ordinary Appointed YP members (x6) \*+~~
- Appointed Ordinary Member – Americas focus+
- Appointed Ordinary Member – Asia-Pacific focus+
- Appointed Ordinary Member – EMEA focus+
- Appointed Ordinary Member – South Asia focus+
- Appointed Ordinary Member – UK focus+
- Appointed Ordinary Member – Specific Skills focus+
- Appointed Ordinary Member – Technical Networks focus+
- ~~▪ Americas Communities Committee YP Rep~~
- ~~▪ Asia Pacific Communities Committee YP Re~~
- ~~▪ Europe, Middle East and Africa Communities Committee YP Rep~~
- ~~▪ South Asia Communities Committee YP Rep~~
- ~~▪ UK Communities Committee YP Rep~~
- Appointed Student Reps (x5) representative
- Appointed Apprentice representative
- Ex-officio / YP Trustee representative
- Senior Staff Member\*\*
- ~~▪ IET Student Co-ordinator~~

\* Marked positions must not hold roles on other Committees.

+ New ~~YPCG~~ YPC members must be under 30 when their term starts.

\*\* In keeping with the model for most other Boards and Committees, the Senior Staff Member ~~and the IET Student Co-ordinator~~ on the ~~YPCG~~ YPC will be a full member of the Committee with voting rights.

## Quorum

In order for a meeting to be considered quorate, ~~14~~ 8 members need to be in attendance.

## PROPOSED AMENDMENTS TO TERMS OF REFERENCE

### COMMUNITIES RESOURCING COMMITTEE

#### Terms of Reference

#### Purpose

1. The Communities Resourcing Committee is the overarching group responsible for leading the work of the IET's volunteer communities around the world, including its Local and Technical Networks. The Communities Resourcing Committee:

- (a) facilitates communications between all communities;
- (b) ensures that the work the communities do is aligned to the IET's strategy;
- (c) allocates resources to the communities;
- (d) monitors the communities' performance.

2. It does this with support from a number of governance teams, as follows:

- (a) Communities Committees – five geographic governance teams that cover the world, each responsible for community activity in their region;
- ~~(b) Young Professionals Community Committee – the governance team that leads and represents the interests of students and Young Professionals;~~
- ~~(c)~~(b) Technical Networks Communities Committee – the governance team that leads and represents the interests of the technical networks.

3. The five regional Communities Committees represent the IET world regions: (1) Americas, (2) Asia Pacific, (3) Europe, Middle East, and Africa, (4) South Asia, (5) United Kingdom.

4. The Communities Resourcing Committee supports all IET communities, whether geographical, technical, demographic (eg age related) or otherwise.

#### Planning and Resourcing

- (a) Co-ordinate the planning and resourcing of community activities around the world;
- (b) Agree priorities for communities activities with the Knowledge Services and Solutions Board to be communicated to the Communities Committees as the basis for planning;
- (c) Secure overall funding and other resources for IET communities around the world, including development funds that can be allocated to opportunities and initiatives arising in-year;
- (d) Agree and monitor community KPIs with Communities Committees and promote remedial action where required;
- (e) Allocate funding and other resources to the five Communities Committees for distribution by them to the Local Networks in their region; ~~allocate funding and resources to the Young Professionals Community Committee to support the development of activities to engage with students and Young Professionals around the world;~~ allocate funding and resources to the Technical Networks Communities Committee to distribute to the Technical Networks;

- (f) Evaluate initiatives and opportunities generated by inter-regional communities in-year and allocate development funding as appropriate;

### **Communications**

- (g) Develop, maintain and promulgate guidelines and best practice guidelines to help support and ensure consistency between communities;
- (h) Receive input and advice on community issues from the five Communities Committees and provide input and advice to the Knowledge Services and Solutions Board as appropriate;
- (i) Propose changes to IET products and services to the Knowledge Services and Solutions Board, the Membership and Professional Development Board and the Volunteer Engagement Board as applicable;
- (j) Report to the Knowledge Services and Solutions Board;

### **Supporting Communities Activities**

- (k) The Communities Resourcing Committee will co-ordinate, guide and support the governance teams to:
  - (i) Proactively review the programme of communities activities to highlight gaps in coverage to the communities;
  - (ii) Enable a more integrated approach between communities around the world (eg between Local Networks and Technical Networks);
  - (iii) Identify required community tools and facilities;
  - (iv) Make decisions regarding the creation, closure, merger or re-focus of Local Networks, Technical Networks and other formal communities to the Knowledge Services and Solutions Board as deemed necessary, taking into account any recommendations received from the Communities Committees and other communities;
  - (v) Resolve difficult communities issues, as required.

### **Constitution**

5. The Communities Resourcing Committee should be constituted of ~~fifteen~~ fourteen members, including a Chair, appointed by the Knowledge Services and Solutions Board and a Senior Staff Member.

6. The ~~fifteen~~ fourteen include Chairs from each of the five geographic Communities Committees, ~~the Chair of the Young Professionals Community Committee~~, and the Chair of the Technical Networks Communities Committee.

7. The ~~fifteen~~ fourteen include three members, who must be actively involved in one or more IET communities, elected from and by the membership. At least one of these three members should be under the age of 30 at the time of their election.

8. The ~~fifteen~~ fourteen include three members, who must be actively involved in one or more IET communities, appointed by the Knowledge Services and Solutions Board. At least one of these three members should be under the age of 30 at the time of their appointment.

9. The Communities Resourcing Committee will meet virtually as required for short meetings and will require up to three physical meetings per year.

10. The quorum is one half of the Communities Resourcing Committee membership (excluding vacancies), plus one.

### **Expectation of Attendance and Contribution of Members**

11. Any member who has not attended three or more consecutive Committee meetings (physical or virtual) spanning a period of more than six months, and has not contributed to the work of the Committee outside meetings during the same period, may be considered as being eligible for removal from the Committee. The decision to start the removal notification process from the Committee shall be agreed by the Committee by majority vote at the next Committee meeting. In the event that the Committee agrees that the member should be removed from the Committee, the following process shall apply:

12. A senior staff member from another Committee should be asked to try to contact the member via each form of communication once more. Then, if no reply is received, a formal letter (signed by the Head of Governance) should be sent from the IET to the member's last known registered address, by recorded delivery, saying: "The IET has been unable to make contact with you over the past 6 months to discuss your membership of the xxxx Committee. In view of this, unless we hear otherwise from you, we shall assume that you no longer wish to continue to be a member of the Committee."

13. After twenty-one days, in the event of no satisfactory reply, the member shall be removed from the Committee and a suitable replacement sought.