Volunteering role	Professional Development Advisory Committee Member (PDAC)
Role synopsis and Primary focus	As a member of the Professional Development Advisory committee (PDAC) you will be working alongside other committee members to advise on products and services that strengthen and support professional development for all members and monitor their effectiveness. You will maintain links with other committees and bodies within the IET to ensure effective communication and one team working. In order to maintain awareness of key issues across the Institution. Another part of the role will be to nominate members for ad hoc panels and working parties.
Person requirements	• A member of the IET, who are maintaining their own CPD records in line with the IET's rules of conduct. • Familiar with Engineering Council UK-SPEC Professional Registration.
What you can gain from this role	Teamwork, communication skills
Main duties and responsibilities	• Reviewing and developing existing professional development policies for engineers at all career stages, ensuring that they meet the needs of IET members and industry and take into account the effect of external influences e.g. Government policies; compatibility with the policies of partner institutions; Engineering Council and its successor bodies, or other regulatory body requirements. • Ensuring that the policies are formulated in such a way that they can be implemented and communicated cost effectively.
How this role supports our vision and mission	Skills and Learning
Period of appointment	• Fixed three-year term • Possible reappointment for another three years, if appropriate • Cannot extend beyond two committee terms
Time Commitment	Attendance at two half day meetings annually plus time to read papers and prepare.
Appointment method	• Applicants are required to submit an application form. • Applications will be reviewed and anonymized by member/s of staff. The Chair of PDAC will consider recommendations and make the final selection. • All applicants will be notified of the outcome of the selection process • Members of another board or committee can be coopted for a standard term of three years.
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	No specific training is required for this role.
Point of contact	The regular contact for this role will be the Professional Development Team Coordinator. Queries can be directed to profdev@theiet.org

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