The Institution of Engineering and Technology

Paper Number
T(23)100

6 November 2023

PAPER CLASSIFICATION: OPEN

Board of Trustees

TERMS OF REFERENCE OF BOARDS AND COMMITTEES

(Note by Mr Andrew F Wilson. If you have any questions on this paper before the meeting please contact Mr Andrew F Wilson on +44 (0)20 7344 5415 or by email afwilson@theiet.org)

1. Issue

To approve amendments to the terms of reference of the Main Boards.

2. Timing

Board of Trustees meeting, 17 November 2023.

3. For Recommendation

3.1. The Board of Trustees is invited to approve:

3.2. amended terms of reference for the Policy Oversight Committee;

3.2.1. amended terms of reference for the Young Professionals Committee;

3.2.2. closure of the Future Talent Forum;

3.2.3. closure of the EngTalks Committee.

4. Policy Oversight Committee

4.1. The terms of reference of the Policy Oversight Committee were approved by the Board of Trustees on 6 October 2022 (Minute 12 of T(22)M7 refers).

4.2. The Committee has proposed amendments to the terms of reference, which are attached as Appendix A. The changes remove reference to the Policy and Insight Panels which currently report to the Committee.

5. Young Professionals Committee

5.1. The terms of reference of the Young Professionals Committee were most recent amended by the Board of Trustees on (Minute 11 of T(22)M6 refers).

5.2. The Committee has proposed amendments to the terms of reference, which are attached as Appendix B.

5.3. In a recent survey conducted about professional registration volunteering, it was shown that there has been a 40% decline in time that volunteers have to give. Over the 2022-23 session, this has been reflected within the Young Professionals Committee, from the frequency of meetings against the availability of our Young Professionals Committee members. Therefore, the Young Professionals Committee is streamlining

its meeting schedule to reflect those of other committees and ensuring the time spent is focused and relevant from one committee meeting every six weeks to one every two months.

5.4. It has been proposed to disband the Future Talent Forum and therefore a Representative is no longer required on the Young Professionals Committee. However, the Young Professionals Committee is adapting two existing roles to reflect that the UK Student and Apprentice Positions require the appointed member to have come from the Future Talent Award pool of award winners, to ensure this audience is still represented at the IET and on the committee.

5.5. Amendment to the frequency of Young Professionals Committee virtual meetings from one meeting every six weeks to one every two months. This is in addition to two in-person meetings every session.

5.6. Removal of the Future Talent Forum Representative position, in line with the disbanding of the Future Talent Forum and adapting the current UK Student and Apprentice positions to be appointed as previous award winners.

6. Future Talent Forum

6.1. The terms of reference of the Future Talent Forum were approved by the Board of Trustees on 5 September 2022 (Minute 11 of T(22)M6 refers).

6.2. The Volunteer Engagement Board has proposed that the Future Talent Forum be closed.

6.3. The Future Talent Forum currently reports to the Young Professionals Committee. The Scholarships and Bursary Council reporting lines were moved from the Awards and Prizes Committee to the Young Professionals Committee and changed its name to the Future Talent Forum to reflect the name change to the product. New roles and targets for this Forum were created by the student volunteers themselves to engage the scholarship and bursary winners with other areas of the IET.

6.4. Although executed with good intentions, it soon became clear that the direction the Young Professionals Committee was developing into a focus that did not suit the ambitions of the Future Talent Forum. The move also resulted in a lack of clarity for the Future Talent Forum due to the Young Professionals staff team not being responsible for the day-to-day running of the awards. Changes to team responsibilities and priorities within the Young Professionals staff team meant resource was too stretched to have regular meetings or interactions with the Future Talent Forum which stalled on progress.

6.5. Throughout 2023, the IET Awards and Prizes staff team has been developing its priorities and focuses, and after discussion with the Awards and Prizes Manager it was agreed that a separate governance group is not necessary for the operations of the current Scholarship and Bursary scheme. It became increasingly challenging to hold meetings with members throughout their studies and the work required to achieve the targets was not being met. The last occasion in which the Future Talent Forum met in a formal capacity was in May 2022.

6.6. To combat the disbanding of the Future Talent Forum, the Young Professionals Committee is adapting two roles to reflect that the UK Student and Apprentice Positions requires the appointed member to have come from the Future Talent Award winners to ensure this audience is still represented at the IET and on the committee.

The last members of the Future Talent Forum ended their terms in September 2023, so this will not affect any individuals' volunteering journeys.

7. EngTalks Committee

7.1. The terms of reference of the EngTalks Committee were approved by the Board of Trustees on 9 November 2018 (Minute 7 of T(18)M7 refers).

7.2. The Volunteer Engagement Board has proposed that the EngTalks Committee be closed.

8. Risk

8.1. There are risks associated with the amendments to the terms of reference of the Young Professionals Committee and the closure of the Future Talent Forum.

8.2. Less engagement is a potential risk. However, the Young Professionals Committee Executive Members and the Senior Staff Member aim to ensure that when meetings do take place, they are engaging and have clear objectives. Clear expectations will be set from the beginning of the Session to ensure new members understand their commitment and what is expected of them.

8.3. There is a risk that the Future Talent Award audience of IET members will no longer be represented. However, this is countered by the Young Professionals Committee's decision to ensure that the UK Student and Apprentice Representatives will have been appointed from the pool of Future Talent Award Winners.

9. Resources

No resource requirements have been identified in connection with this proposal.

Appendix A to T(23)100

POLICY OVERSIGHT COMMITTEE

Terms of Reference

Purpose

(a) To support the IET role and ambitions in the advancement of science, engineering and technology through its focus on evidence-based thought leadership and policy.

(b) To ensure cross-sector working with key stakeholders from industry and academia to gather evidence and insight to influence government and policymakers.

(c) To provide independent and timely advice and evidence to inform the IET's key stakeholders; government, industry and academia and society.

(d) To increase the IET's influence over government policy on matters to do with engineering and technology and establish a strong identity as a trusted authority.

(e) To assure the Board of Trustees that the focus of the ~~Policy and Insight Panels~~ Policy Centres remains relevant to the Institution's strategy.

(f) To advise the Board of Trustees on the establishment of parameters for IET government and public policy work.

Scope and Duties

(a) Support the development of an overall model of delivery of IET policy outputs and engagement with policymakers including the overall governance of the policy work. This should allow agile expert response to a rapidly changing environment.

(b) Work with the ~~Chairs of the Policy and Insight Panels~~ Policy Centre Chairs to ensure a programme of coordinated and cross-sector topics aligned to the IET's strategy across the portfolio where the timing and market awareness allows this to happen.

(c) Ensure work is aligned with other areas of the IET, including, but not limited to, Technical Networks, Codes and Guidance, Strategy and Planning, and the Publishing and Journals team to ensure the IET is maximising the impact of it strategically aligned work.

(d) Provide regular updates and reports as required to help staff demonstrate the IET's impact in key policy areas and keep the Main Boards up to date with policy work.

(e) Ensure spokespeople, who can speak on behalf of the IET, are in place for key policy areas and are able to participate in media interviews, as keynote speakers, or be approached for interviews.

(f) To supervise the ~~Policy and Insight Panels~~ Policy Centres and approve the appointment of the Chairs and members. ~~of the Panels~~.

(g) To make recommendations to the Board of Trustees on the establishment, constitution, or disestablishment of ~~Policy and Insight Panels~~ Policy Centres, and other policy-focused groupings of members as required to fulfil the parameters of the IET's government and public policy work.

(h) To oversee the IET's Policy Volunteering Communities' engagement in policy work, empowering the Policy Centres to undertake policy activities with the communities.

(i) Approving annual plans for each Policy Centre in consultation with the Policy Volunteering Community.

(j) To report to the Board of Trustees.

Constitution

- A Chair, normally a Vice-President, appointed by the Board of Trustees.
- A Vice Chair appointed by the Board of Trustees. They will deputise for the Chair to approve decisions where the Chair is absent.
- Chairs of ~~three the Policy and Insight Panels~~ the Policy Centres. ~~All Panel Chairs will be invited to self-nominate.~~
- Three non-members or volunteers selected for policy experience.
- Up to two representatives from other areas of the IET governance that have a policy focus.
- Senior staff member – Director of Governance and External Engagement.

Reporting

(a) Provide written progress reports and assurances to the Board of Trustees at least annually.

(b) Notify the Board of Trustees immediately of emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

Quorum

A minimum of five members present.

Frequency of Meetings

The Committee will meet at least twice a year and hybrid or fully virtual meetings will be adopted where appropriate.

Appendix B to T(23)100

YOUNG PROFESSIONALS COMMITTEE

Responsible to the Volunteer Engagement Board

Terms of Reference

1. Purpose

The purpose of the Young Professionals Committee (YPC) is to be the voice of Young Professionals (YPs) within the IET and work with them to help the IET achieve its overall aims and objectives.

2. 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.

3. Objectives

- 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 profile and awareness of Young Professionals within the IET and the wider engineering community.
- Drive the delivery of key YP projects and initiatives.
- Report to the Volunteer Engagement Board.

The 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 reputation of IET YPs within the IET and the wider engineering community
- Motivate, inspire and support active YPs 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 any YP-led projects or initiatives.
- Review the terms of reference annually to ensure the 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.

~~It does this with support from the Future Talent Forum. This is a governance group which represents the Future Talent award holder audience and falls within the YP age demographic.~~

4. Constitution

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

- Chair *
- Vice Chair *
- Past Chair *
- 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+
- Appointed Student representative – UK focus
- Appointed Student representative – International focus
- Appointed Apprentice representative
- ~~Ex-officio / YP Trustee representative~~
- ~~Future Talent Forum Chair~~
- Senior Staff Member**

* Marked positions must not hold roles on other Committees.
+ New 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 on the YPC will be a full member of the Committee with voting rights.

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

5. YPC Executive

The Chair, Vice Chair, Past Chair and Senior Staff Member form the 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 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 YPC members or from 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 YPC Executive, the 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.

The Chair will also hold a position on the Volunteer Engagement Board to represent the views of Young Professionals and provide updates relating to the YPC where appropriate.

The Vice Chair will be an ex officio member of the Communities Resourcing Committee to represent the global Young Professional audience.

If the Past Chair position is vacant, the YPC Chair reserves the right to appoint any YPC Alumni from outside the 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 YPC for a period of 1 year.

6. Appointed YP Roles

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

The YPC Executive will appoint new members based on their experience and skillset by considering how these will benefit the 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 YPC positions will be for a 2-year term with a minimum of two positions being available for appointment each year.

If Ordinary role vacancies exist on the 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 YPCC for the duration of the term for that role.

7. 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 roles on the YPC ^^

The YPC will look to the existing database of Student and Apprentice volunteers (mainly On Campus) but will also look at the IET membership base as a whole.

The YPC Executive will appoint these roles based on the individuals' experience and skillset by considering how these will benefit the 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 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.

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.

8. Co-opted Roles

The 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 YPC at any one time.

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

9. Meetings and Performance

The YPC will meet virtually on a regular basis (around every ~~4/6~~ 7-9 weeks) and have ~~3~~ 2 physical meetings a year (usually held in October~~, Feb/March and June~~ and May).

Any member who has not attended at least one physical meeting or at least 3 virtual meetings will be considered to have resigned from the YPC. In some cases due to different time zones and any external YPC commitments, the YPC Executive has the authority to overrule this if it is considered that the member is making good progress against current 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 participle 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.

10. Quorum

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

11. 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 their own country.
- Knowledge of their local education system.
- Financial management and budgeting.
- 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 their area.
- Experience of volunteering in another role.
- 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.