Volunteering role	Community Chair
Role synopsis and primary focus	The role of Community Chair is responsible for leading and guiding the local or technical community leadership team in order to roll out a plan of activity throughout the year, encouraging networking and knowledge sharing between IET members and the wider general public. You'll be expected to identify the focus or 'hot topics' for the coming year, with a view to ensuring that all community activities fall in line with the community operating guidelines and the network plan. You'll also be expected to represent the leadership team at regional and other meetings, appointing a deputy if unable to attend.
Person requirements	• Member of the IET • If leading a Local Network, resident within the appropriate geographic area. • If leading a Technical Network, current/recent professional experience in the area of specialism.
What you can gain from this role	This role will help you establish your leadership, management and interpersonal skills. You will have experience chairing meetings and leading a productive and efficient team.
Main duties and responsibilities	• Determine the theme and/or identify the hot topic areas to focus on during the year(s) of office. • Ensure the leadership team operates within the current guidelines laid out by the IET. • Report the results of the network's activities to the staff and Communities Resourcing Committee/relevant Communities Committee. • Chair leadership team meetings, ensuring that all required business is covered and that all members have a fair opportunity to express their opinions. • Contribute to the IET's extended leadership team discussions via the IET250. • Disseminate to your community leadership team the messages you receive by virtue of your being included in the IET extended leadership team. • Represent the leadership team at regional and other meetings, appointing a deputy if unable to attend. • Communicate with other communities to collaborate, pool knowledge and share best practice. • Ensure that each activity on your plan has a volunteer champion to lead on its development and that the plan is delivered. • Allocate other tasks and responsibilities to the members as required. • Devise and implement a succession plan to ensure the appropriate balance and number of team members is maintained and that there is regular turn over. • Attend and Chair events organised by the community, or appoint a deputy. • To be a representative of the IET to other agencies, organisations, and the wider community members.

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	• Nomination to the post by communities committee members. • In order to manage succession planning and to help with continuity, the role of Chair is usually fulfilled by an individual who has experience on the committee.
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– if in doubt, contact: communities-support@theiet.org

Date Updated: January 2024

Community Chair