

VOLUNTEER ROLE SECTION CHAIR

Be the key contact for the IGEM Section in your area and lead a local committee to develop events and activities to enhance CPD for IGEM members.



Section Committees organise events throughout the year. Chairs approximately volunteer three-five hours a week - this can be distributed across the week. The Chair's term is for one year from May-April*

Location: Home or office based and delivering events in your local area

What does the role involve?

- Working with IGEM staff and volunteers to develop and coordinate a calendar of events for the region
- Coordinating your Section committee to deliver industry relevant events and appropriate social activities
- Coordinating promotional activity for Section events with the support of IGEM HQ
- Delegating tasks to other volunteers in your team as required
- Ensuring a succession plan is in place for committee officers and to helping find new committee members
- Communicating regularly with IGEM's Communications and Engagement Coordinator to keep them informed of your group's work and the people involved
- Making sure your group follows IGEM's governing document and adheres to the values of the institution
- Being a passionate regional ambassador for IGEM's work
- Providing leadership and controlling the flow and information at committee meetings/ Annual General Meeting (AGM)
- Planning and chairing meetings, agendas, reviewing and authorising minutes (along with the Secretary)
- Representing the organisation at events, functions, partner bodies and subgroups

What skills or experience are required?

- Good leadership skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed-up
- Good time-keeping
- Tact and diplomacy
- Understanding of the roles/responsibilities of the Section committee
- Experience of people management
- Knowledge of the Gas Industry and IGEM

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What will I get out of it?

- A sense of satisfaction in delivering events and supporting people's CPD
- A chance to work with a group of committed and passionate people
- Opportunities to network with people across the industry
- Supporting iGEM in delivering its Institutional and charitable aims and objectives
- An opportunity to build experience for your CV

What support or training will I get?

- Regular and ongoing advice and support from iGEM
- Resources to support events and Section activities
- Payment of out of pocket expenses
- Basic induction to iGEM and to the role

*Prior to this the Chair will ideally have served as Deputy Vice Chair for a year, Vice Chair for a year and will serve as Immediate Past Chair following their term as Chair.