VOLUNTEER ROLE
SECTION VICE CHAIR

Supporting the Chair in directing Section affairs and activities.

Section Committees organise events throughout the year. A Vice Chair approximately volunteers one hour a week. The Vice 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?

• Representing the Section at meetings, activities and other functions as necessary
• Assisting the current Chair with all regional matters
• Assuming the duties of the Chair if they are unavailable
• Supporting the development of the Deputy Vice Chair
• Supporting the planning and coordination of the Section’s events calendar
• Developing an events calendar for their term as Chair
• Assisting the Chair with succession planning and volunteer recruitment for the Section Committee
• Being a passionate regional ambassador for IGEM’s work

What skills or experience are required?

• Good communication and interpersonal skills
• Impartiality, fairness and the ability to respect confidences
• Good time-keeping
• Tact and diplomacy
• Understanding of the roles/responsibilities of the Section committee
• Ability to work well with the Chair
• Knowledge of the Energy Industry and IGEM

What will I get out of it?

• A chance to work with a group of committed and passionate people
• A sense of satisfaction in delivering events and supporting people’s CPD
• 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
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• Payment of out of pocket expenses
• Basic induction to IGEM and to the role

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