Roles & Responsibilities: South Yorkshire young Members’ Panel Committee

1. **Immediate Past Chairman**
   Aid the current Chairman and Committee with experienced gained as the Chairman in the previous years.

2. **Chairman**
   The Chairman is the coordinator and facilitator of the Committees activities. This role involves preparing the agenda and chairing the Committee meetings, liaising with other committees as well as supporting Committee members in their roles.
   The Chairman shall:
   - Bring good management to Committee proceedings (including Committee funds)
   - Create and deliver a balanced events/ activities schedule
   - Create a Committee that is representative of the Panel
   - Engage political and education bodies for the betterment of mechanical engineering.
   The Chairman shall:
   - Promote the development of mechanical engineering
   - Facilitate the exchange of information and ideas in the field of mechanical engineering
   - Encourage invention and research in mechanical engineering
   - Hold meetings for reading and discussing mechanical engineering
   - Distribute reports on mechanical engineering, further mechanical engineering in education.
   The Chairman shall:
   - Create a 3 year strategy and 1 year business plan
   - Create a balanced program of events
   - Support members and increase involvement and seek new members
   - Raise the profile of the IMechE
   - Manage funds
   - Represent the IMechE
   - Cooperate with other Institutions and public bodies for mutual benefit.
   - Regulate activities, pursue objectives and key activities, coordinate activities, consider grievances, prepare annual report.

   Time commitment per month: 15-25 hours.

   The Chairman is required to be a Young Corporate Member or Associate Member.

3. **Vice-Chairman**
   The Vice-Chairman shares responsibility with the Chairman in coordinating and facilitating Committee activities. This role involves deputising for the Chairman when he is unavailable, both at Committee meetings as well as at other local events. This includes other committee meetings, as well as events with other local groups and organisations.

   Time commitment per month: 10-20 hours.

   The Vice-Chairman is required to be a Young Corporate Member or Associate Member.
4 **Honorary Secretary**
The Honorary Secretary supports in the organisation, running and promotion of Committee activities. This role involves arranging and preparing the agenda for monthly committee meetings (with the Chairman) as well as taking and circulating minutes to the Committee. The Honorary Secretary is also responsible for advertising meetings and events to the Panel and non-members via e-mail and other media.

Under the direction of the Committee, the Honorary Secretary is responsible for:
- Sending appropriate correspondence to Headquarters.
- Arranging for the issue of appropriate notification of relevant activities to the Panel.
- Preparing the agenda for meetings and arranging for the minutes of the business transacted to be recorded.
- Distributing copies of minutes to Committee members and to the Regional Honorary Secretary and to the Regional Operations Department.
- Keeping copies of confirmed minutes for 6 years after which they are to be sent to the Institution’s Archivist.
- Producing the Committee’s Annual Report (with the Chairman).

Time commitment per month: 15-25 hours.
The Honorary Secretary is required to be a Young Corporate Member or Associate Member (or with Regional approval an Affiliate Member).

5 **Honorary Assistant Secretary**
The Honorary Assistant Secretary supports the Honorary Secretary in the organisation, running and promotion of the Committee’s activities. This role involves deputising for the Honorary Secretary when they are unavailable, both at Committee meetings and any other events as required.

Time commitment per month: 10-20 hours.

6 **Honorary Treasurer**
The Honorary Treasurer is responsible for Committee finances and expenditure as well as preparing the annual budget request. This role involves supporting all Committee activities by keeping track of and ensuring appropriate allocation of funds for Committee meetings and events, as well as authorising Panel members’ expenses submitted to the Regional Administration Officer.

Under the direction of the Committee, the Honorary Treasurer is responsible for:
- Keeping proper and sufficient accounts of the revenue and expenditure of the Committee.
- Receiving and giving receipts for monies receivable by the Committee, and to make payments on behalf of the Committee when acting under its instructions.
- Submitting to the Regional Committee a detailed estimate of their proposed expenditure for the year beginning 1st January of the financial year prior to coverage.
- Preparing the Annual Accounts and submit to the Regional Honorary Treasurer or Regional Honorary Secretary. The aforementioned
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statement of Accounts and Annual Report shall be presented to the Committee Annual Meeting.

- Ensuring that the Committee does not exceed the grant allocated by the Region

Time commitment per month: 10-20 hours.
The Honorary Treasurer is required to be a Young Corporate Member or Associate Member (or with Regional approval an Affiliate Member).

7 **Honorary Assistant Treasurer**
The Honorary Assistant Treasurer supports the Honorary Treasurer in his duties. This role involves helping the Honorary Treasurer account for expenditure and estimate budgets.

Time commitment per month: 5 – 15 hours.

8 **University Of Sheffield Representative**
The University Representative supports mechanical engineering inside their university including any societies and clubs. They encourage non-members joining university to become Affiliate Members and those completing their degrees to become Associate Members. They are responsible for working with the Business Development Manager to deliver:

- Freshers’ Introduction Lecture
- Milk Round Lecture

Time commitment per month: 5 – 15 hours.

9 **Sheffield Hallam University Representative**
The University Representative supports mechanical engineering inside their university including any societies and groups. They encourage non-members joining university to become Affiliate Members and those completing their degrees to become Associate Members. They are responsible for working with the Business Development Manager to deliver:

- Freshers’ Introduction Lecture
- Milk Round Lecture
- Publicising IMechE events at university
- Answering questions from students about joining IMechE or the Committee and how to achieve Corporate Membership

Time commitment per month: 5 – 15 hours.

10 **Education Officer**
The Education Officer coordinates education activities with schools, colleges and universities. This role involves seeking opportunities for the Panel involvement with local schools, colleges and universities to promote the mechanical engineering profession and the role of engineering in the wider society. The Education Officer is expected to liaise with teachers and academics to arrange for visits by Young Members to support engineering activities undertaken by pupils and students. They are responsible for the Committees commitment to:

- Science Week
- Global Manufacturing Festival and Get Up To Speed
- Big Bang
- Teen Tech
• School Visits
• STEM events
Time commitment per month: 5 – 15 hours.

11 Engagement Officer
The Engagement Officer is responsible for seeking new members, increasing involvement, and supporting members. This role requires promotion of the Gold Ambassador scheme as well as approaching local companies that do not run accredited initial development schemes. The Engagement Officer will need to keep a database of Panel members willing to help the Committee deliver its events and activities.
Time commitment per month: 5 – 15 hours.

12 Communication Officer
The Communication Officer will be responsible for all aspects of the Committee’s communications including:
• Updating the IMechE Near You website, LinkedIn page, Face Book page, Twitter feed
• Newsletter and other communication means
• Promote writers for the Young Members’ Blog
• Engaging the media and writing press releases
• Public relations for the Committee and Panel
Time commitment per month: 5 – 15 hours.

13 Debate Officer
The Debate Officer is responsible for organising and delivering their debate event, including booking venues, arranging refreshments, answering queries and helping people attend. This event should take a recent topic of interest and allow technical and non-technical people to discuss in order to come to a better understanding.
This role involves close liaison with the South Yorkshire Area Panel Committee and their delivery of their events.
Time commitment per month: 5 – 15 hours.

14 Competition Officer
The Competition Officer is responsible for organising and delivering their competition event, including booking venues, arranging refreshments, answering queries and helping people attend. This event could be supporting Speak Out For Engineering or a ‘pub quiz’.
This role involves close liaison with the South Yorkshire Area Panel Committee and their delivery of their events.
Time commitment per month: 5 – 15 hours.

15 Lecture Officer
The Lecture Officer is responsible for organising and delivering their lecture event, including booking venues, arranging refreshments, answering queries and helping people attend. This event should be a topic that interests members and non-members. A subject that requires a balance of design considering many interrelating aspects would be beneficial.
This role involves close liaison with the South Yorkshire Area Panel
Committee and their delivery of their events. 
Time commitment per month: 5 – 15 hours.

16 **Practical Officer**
The Practical Officer is responsible for organising and delivering their practical demonstration of engineering event, including booking venues, arranging refreshments, answering queries and helping people attend. This event could be a site visit to an active factory or witnessing a test run of a vehicle. 
This role involves close liaison with the South Yorkshire Area Panel Committee and their delivery of their events. 
Time commitment per month: 5 – 15 hours.

17 **Development Officer**
The Development Officer is responsible for organising and delivering their initial professional development event, including booking venues, arranging refreshments, answering queries and helping people attend. This event would be structured to train the Panel in engineering and engineering related aspects. 
This role involves close liaison with the South Yorkshire Area Panel Committee and their delivery of their events. 
Time commitment per month: 5 – 15 hours.