

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