

## **VOLUNTEER ROLE SECTION COMMITTEE MEMBER**

**Supporting the Section in delivering a calendar of events and activities.**



Section Committees organise events throughout the year.  
A Committee Member approximately volunteers three hours a month.

**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
- Actively supporting the planning and coordination of the Section's events calendar
- Organising events, this should be rotated amongst committee members to share the workload and encourage an active sense of participation
- Undertaking tasks to help the Section achieve its key aims
- Being a passionate regional ambassador for IGEM's work

### **What skills or experience are required?**

- Good communication and interpersonal skills
- Good time-keeping
- Understanding of the roles/responsibilities of the Section committee
- Knowledge of the Energy Industry and IGEM desirable

### **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
- Payment of out of pocket expenses
- Basic induction to IGEM and to the role