

Membership Committee Chair

Volunteer Role Descriptor

1. Introduction

The Membership Committee Chair provides leadership and direction to the Committee, ensuring effective governance, fair and consistent application of standards, and the achievement of the Committee's objectives in relation to membership and professional registration.

2. What you will be doing

Main duties:

The following are the main duties and responsibilities of committee members:

- Lead all committee meetings, ensuring they are conducted efficiently, inclusively, and in accordance with agreed procedures.
- Facilitate discussions, encourage participation from all members, and ensure clear decision-making.
- Oversee the consistency and fairness of all membership and registration decisions.
- Ensure that global standards and best practices are applied uniformly across all assessments.
- Oversee and steer on membership Retention and Engagement date and trends
- Disciplinary Oversight (should a disciplinary event arise; the Committee may convene a panel to review the case)
- Member Benefits and Services, including oversight of the Member Value Proposition
- Diversity, Equity, and Inclusion metrics for IMarEST membership
- Continual Professional Development (CPD) and support of this, including course provision and mentoring
- Report to IMarEST Council

3. About you

You will be:

- a current Chartered Member or Fellow
- experienced in assessing membership, professional registration and/or any of our professional services products, such as our Defined Routes, degree accreditation and IPD accreditation

4. How you will benefit

There are many benefits to volunteering as a MC Chair, including:

- enhancing your professional profile by Chairing a committee.
- volunteering contributes to your continuing professional development (CPD)
- exposure to technical developments that may be outside of your own experience
- giving back to your institute

5. Time Commitment

Expected time commitment:

Four meetings per year, approx. 12 hours per quarter (*not including other assessment activities).

The MC will meet online every quarter with meetings lasting 2 hours. It is expected that preparation prior to the meetings will last around an addition 1.5 hours.

6. Period of appointment

The committee's Chairs' term will normally be for three years with the potential for a consecutive second term of three years to ensure subcommittee continuity. Members who have completed their maximum terms may be eligible for a further term after an interval of two years.

7. How to apply & appointment method

Please visit our [volunteering pages](#) on the IMarEST website and complete the application form provided. Your application will then be reviewed by the Nominations Committee who will be in touch to inform you of the outcome as soon as possible.

8. Induction and Training

Guidance will be provided on both the developmental and operational activities of the committee.

In order to increase their knowledge of the procedures within the scope of MC, members will be encouraged to undertake training on volunteer roles that fall under the remit of the MC (e.g. professional review interviewer) where they do not already perform these roles, and to ensure their knowledge remains current.

Members will also be expected to keep up to date with standard volunteer training, e.g. General Data Protection Regulation (GDPR) training.

9. Further Information

Expenses for the activities:

Meetings are usually held online to allow our global membership base to take part. Should any expenses arise following a change to this, please refer to IMarEST's member expense policy and claim form.

Is this role location specific?	No
Closing date	5 January 2025
Number of roles available	1

Author: Lorraine Small

Date: November 2025