

CPD Panel Chair

Volunteer Role Descriptor

1. Introduction

The CPD Panel Chair leads the Continuing Professional Development (CPD) panel, ensuring that professional development activities meet the required standards and align with the IMarEST's Code of Conduct rules with regards to CPD. This role is pivotal in maintaining quality, fairness, and consistency in CPD assessments and recommendations.

The CPD Panel is responsible for the annual monitoring of IMarEST members' CPD submissions. The panel reports to the Membership Committee, which is a committee of the IMarEST Council.

The CPD Panel will assess the sample of submissions just after the completion of the IMarEST's CPD cycle and report any findings to the Membership Committee.

2. What you will be doing

Main duties:

- Chair CPD panel meetings, (usually once a year), ensuring they run efficiently and inclusively
- Review CPD submissions from members and ensure compliance with established criteria
- Write and collate feedback from other panelists for the final CPD submissions report to be fed back to the Membership Committee
- Uphold standards of fairness, transparency, and integrity in decision-making
- Make recommendations to the Membership Committee regarding CPD course offerings
- Overseeing the recognition and certification of CPD activities
- Ensuring alignment of CPD standards with professional development requirements

Supplementary duties:

- To occasionally review other CPD activity as requested by the Membership Committee

3. About you

You will be:

- a current Chartered Member or Fellow

The CPD Panel Chair is expected to have experience in one or more of the following:

- an interest and relevant knowledge of career development and CPD
- an understanding of diverse professions and environments
- proficient oral and written communication skills

Previous experience of chairing a committee is beneficial but not essential.

4. How you will benefit

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

- put assessor skills into practice
- enhance communication and leadership skills
- opportunities for networking with CPD Assessor colleagues
- contributes to own CPD activity
- supporting the global profession

5. Time Commitment

- 20 working hours per year although this may vary dependent on the number of submissions received
- It is anticipated that each CPD Assessor will review approximately 20 CPD records each year
- Target review period for each application is two weeks, but up to three weeks is acceptable. The CPD Assessor should endeavour to complete this assessment within this period wherever possible
- After the monitoring cycle our assessors will be invited to a panel meeting to discuss their findings to be fed back to the Membership Committee.
- The Chair then collates feedback and collates into a report for the Membership Committee, which is anticipated to be an additional 2 hours work, once a year.

6. Period of appointment

There is no term length for this post.

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

You will receive comprehensive training as part of your onboarding for this role. This will include initial training as well as more in-depth training for how to assess CPD submissions against the Engineering Council, Science Council and IMarEST Registers' underpinning knowledge and understanding and competencies as well as softer skills such as giving constructive feedback.

It is expected for our assessors to complete re-training every 3 years.

Other standard volunteer training, e.g. GDPR training, D&I and code of conduct compliance, will be required.

9. Further Information

Expenses for the activities:

There are no expected expenses for this role. Any expenses must be agreed in advance and claimed back using IMarEST's expenses policy.

Is this role location specific?	No
Closing date	05/01/2025
Number of roles available	1

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