

# Membership Committee member

## Volunteer Role Descriptor

### 1. Introduction

The Membership Committee (MC) oversees IMarEST's professional qualifications worldwide with regards to assessment competency. The role of the MC is to assess whether individuals seeking admission to membership of IMarEST, transfer between grades, and/or professional registration, meet the standards set down by the Board of Trustees and by the respective licensing organisations (Engineering Council and Science Council). This will include all assessed membership grades and all assessment of professional registrations, including our defined routes for the armed forces.

### 2. What you will be doing

#### Main duties:

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

- review and elect to various grades of membership / registration, ensuring global consistency in application of standards
- to participate in consultation exercises, either from licensing bodies or initiatives being driven by IMarEST
- to conduct other activities related to the assessment process for professional registration, and membership assessment
- To approve the Individual Case Procedure panel's recommendations for the progression of assessments

### 3. About you

You will be:

- a current Chartered Member or Fellow

### 4. How you will benefit

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

- an opportunity to support global early career engineers in their journey to becoming Chartered, Incorporated or Technician statuses
- maintain the global standards of Marine engineering, science and technology profession and IMarEST
- volunteering contributes to your continuing professional development (CPD)
- exposure to technical developments that may be outside of your own experience
- exposure to academic courses that may be outside of your knowledge and remit

## 5. Time Commitment

Expected time commitment: approx. 12 hours per quarter (\*not including other assessment activities).  
The MC meet online every 2 months 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 members' term will normally be for three years with the potential for a consecutive second term 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 Membership 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 (eg 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, eg General Data Protection Regulation (GDPR) training.

## 9. Further Information

### Expenses for the activities:

Reasonable travel expenses for travel to in-person meetings are met by IMarEST. There is usually one in-person meeting per year with an additional 3 meetings held online. Please refer to IMarEST's member expense policy and claim form.

Is this role location specific?	No
Closing date	TBD
Number of roles available	The Committee should have a minimum of 14

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