

CPD Panellist

Volunteer Role Descriptor

1. Introduction

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:

- Ensure alignment of CPD standards with professional development requirements
- Review CPD submissions from members and ensure compliance with established criteria
- Contribute to 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

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

CPD Panellists are 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

4. How you will benefit

There are many benefits to volunteering as a CPD Panellist, 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.

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.

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 CPD Panel, members will be encouraged to undertake training on volunteer roles that fall under the remit of the CPD Panel.

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	40

Author: Lorraine Small

Date 12/12/2025