

# SIG committee member

## Volunteer Role Descriptor

### 1. Introduction

Special Interest Groups (SIGs) bring together members with shared technical interests to develop practical outputs, share knowledge, and support IMarEST's strategy and charitable objectives. SIGs are self-managing, with committees responsible for planning and delivering an annual programme of activity aligned with the Institute's technical plan.

### 2. What you will be doing

#### Main duties:

- Contribute subject-matter expertise to plan and deliver the SIG's annual programme (e.g. technical reports/white papers, policy submissions, webinars, news/blog articles).
- Attend and actively participate in SIG committee meeting (typically at least quarterly) and between-meeting work.
- Take ownership of actions (e.g., drafting, reviewing, or leading a workstream) to deliver agreed outputs on time.
- Engage with corresponding members via Connect, support updates to the SIG webpage, and help promote activities in coordination with the Executive.
- Uphold the Institute's Code of Conduct and foster constructive, inclusive collaboration.

#### Supplementary duties:

- Support cross-SIG collaboration where topics intersect (e.g. joint webinars, shared outputs).
- Comply with GDPR requirement and good information-management practices.

### 3. About you

You bring recognised experience in a relevant technical area and work well in a collaborative, volunteer setting. You are organised, responsive, and comfortable drafting, reviewing and constructively challenging technical content. You champion professional standards and inclusive behaviour.

### 4. How you will benefit

- Insight into emerging technical issues and the Institute's technical programme.
- Opportunities to expand your professional network and profile.
- Contribution to recognised continuous professional development (CPD).

### 5. Time Commitment

Typically 2-5 hours per month across meetings, preparation, drafting/reviewing and engagement, varying with the SIG's outputs and timelines.

### 6. Period of appointment

To be agreed by the SIG, typically aligned to its annual planning cycle (with scope for renewal).

### 7. How to apply & appointment method

Expressions of interest are submitted to the SIG Chair and the Technical and Policy Team. Appointments are made by the existing SIG committee and Chair.

### 8. Induction and Training

The SIG Handbook and Code of Conduct will be sent to you following your appointment, which will provide templates and toolkits. There may be additional training provided on our IMarEST Learning platform.

### 9. Further Information

Expenses will be paid in accordance with IMarEST volunteer expenses policy.

Is this role location specific?	No
Closing date	Rolling
Number of roles available	Varies by SIG

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