

Role title: Diversity and Inclusion (D&I) Committee Chair (Tenure 3 years)

Introduction

The Institution of Mechanical Engineers (IMechE) is a charity and provides life-long learning for our 110,000 members, across the globe. Our vision is to be a global, inclusive, and digitally enabled engineering community. Using our expertise, global reach, and digital technology to empower our members to improve the world through engineering. Recognising, connecting, and collaborating with members and stakeholders to build a thriving IMechE community.

At IMechE, we are deeply committed to fostering an inclusive culture that values and supports our members and employees. We recognise that engaged employees and members that have a strong sense of belonging are integral to creating a thriving culture within IMechE. We are excited to offer an engaging volunteer opportunity to an experienced, passionate, and committed individual to take up the role of Diversity and Inclusion Committee Chair.

The role of the D&I Committee and its members

The Diversity and Inclusion Committee provides guidance and advice to the Trustee Board on matters related to Diversity Equity and Inclusion. Prime objectives of the D&I Committee are:

- Provide strategic leadership to the Institution to create more inclusive cultures and behaviours.
- Establish internal support by offering advice and support to committees, boards and individuals (both employees and members) on matters related to Diversity & Inclusion.
- Collaborate with advocates in the area such as Disability, Gender, and Ethnicity, etc. as well as IMechE D&I Champion Leads (for both employees and members).
- Engage and collaborate with external partners as appropriate to the objectives of the committee and IMechE.
- Develop, support, and review the implementation of the IMechE's Diversity and Inclusion programme in line with the Institution's Strategic Objectives.
- Inspire a change in culture and behavior through positive examples/reinforcement and inclusive practices.
- Track and monitor diversity data for both members and employees to identify and address potential barriers within the Institution.

Role description for the D&I Committee Chair

The Diversity and Inclusion Committee Chair plays a pivotal role in championing and driving initiatives that foster diversity, equity, and inclusion within the organisation.

This strategic leadership position is aimed at leading the Institution's commitment to its values, (Inclusion, Integrity, Innovation, and Impact) to support our vision of being a global, inclusive, and digitally enabled engineering community. The Chair will work closely with the D&I Committee

members, Trustees, senior leadership, D&I Leads, employees and members to promote a culture that values, celebrates and welcomes differences.

About You

The Chair will ideally have a combination of the following characteristics in addition to those of the Committee Member specification (as set out on page 3):

- Provide visionary leadership in developing and promoting a diverse and inclusive culture
- Proven experience as an inclusive leader or Chair of other committees
- Excellent communication and interpersonal skills
- A high level of emotional intelligence
- Strong analytical and problem-solving abilities
- Ability to collaborate with cross-functional teams and organisations.

Your role as Chair:

- Actively lead, foster engagement and collaboration amongst committee members in defining the D&I strategic direction, goals, and priorities in line with the IMechE's strategy. Maintain and deliver the [D&I Strategy](#).
- Be an advocate/ambassador for the Institution's People and Culture agenda, which includes Diversity and Inclusion. Take a proactive approach to living our values, translating them into meaningful action that makes a difference to our organisation and beyond
- Work in collaboration with Boards and Committees to embed D&I across the Institution and more specifically with the Nominations Committee to influence and build an inclusive and diverse volunteer community
- Lead the review of progress against the D&I strategy and actions plan with the D&I Committee
- Stay informed about industry and professional membership sector best practices and emerging trends within the D&I space
- Identify, support and champion strategic partnerships with external organisations and networks which supports IMechE's D&I agenda or wider strategic goals
- Support ad-hoc D&I initiatives such as the launch of the [Culture Ambassador Network](#)
- Act as an IMechE Ambassador at external events and meetings to promote IMechE's D&I agenda amongst the engineering community
- Represent the D&I Committee at Council meetings
- Present the annual D&I Committee progress report to the Trustee Board along with any recommendations supported by the D&I Committee.

Time Commitment:

We are committed to collaborating closely with you to provide maximum flexibility and to ensure that your volunteer responsibilities fit around your personal and professional commitments. The ideal candidate for this position should be based in the UK or regularly travel to the UK for work and be available to attend occasional meetings or events primarily at IMechE HQ in London.

The Chair not only has the responsibilities listed below but will also need to allocate time to have regular meetings with staff and members and engage in delivering reports and presentations as part of their leadership role.

- D&I Committee meetings (four meetings per year of two hours each, one of which is in person at IMechE HQ in London)
- The D&I Chair will also become a Council member. This involves (four meetings per year of two hours, of which one meeting is in person and the rest are held virtually)
- One meeting per year reporting on the D&I progress at the Trustee Board
- Other ad-hoc meetings as required and training and development opportunities (for example attending the D&I Learning Programme 'Creating Inclusion').

This should be considered a time commitment of approximately two days per month.

The Chair shall be appointed by the [Nominations Committee](#).

Additional Information: applicable to all volunteers

Committee member specification

All Committee members are required to demonstrate the following qualities, skills, and attributes:

- a) Commitment to the Institution and the Engineering profession
- b) Willing and able to devote the necessary time and effort required by the role
- c) Discretion at all times
- d) Strategic vision, especially on D&I
- e) Good, independent judgement
- f) Ability to think creatively
- g) Understanding and acceptance of the responsibilities and liabilities of committee membership
- h) Willingness to speak their mind thoughtfully, with consideration for others
- i) Ability to work effectively as a member of a team
- j) Ability and willingness to support publicly corporate views not held privately
- k) Recognise, respect and welcome diverse, different and, at times, conflicting Committee member views.

All Committee members must adhere to:

- a) The Institution's Code of Conduct for members
- b) The Institution's values and behaviours for members and staff

- c) Requirements placed on all volunteers in the execution of their duties on behalf of the Institution, such as for Diversity and Inclusion and for GDPR
- d) Nolan's seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty; leadership.

All Committee members are required to:

- a) Complete a formal induction
- b) Report conflicts of interest or loyalty in respect of any Committee activities
- c) Maintain the strictest confidentiality conditions regarding Committee matters and the business of the Institution
- d) Accept and complete all such training (both initial and ongoing) that the Institution shall require in line with its mission, values, and behaviours.

Committee Member Time Commitment

Committee members are expected to attend and actively participate in Committee meetings.

There are four meetings per year, with one in-person meeting, the rest taking place virtually. There may be a requirement to support out-of-committee activities. The time commitment is approximately one day per month.

A Committee member will be encouraged to lead on or contribute to "task and finish" projects and initiatives established by the Committee.