Institute of Measurement and Control

**Role Description – Vice President**

**Responsibilities and Authority**

The formal responsibilities and authority of a Vice President are set out in the Royal Charter and Byelaws of the Institute. In summary they include:-

* A Vice President is a Trustee of the Institute.
* A Vice President is an ex officio member of the Trustee Board, which has legal responsibility for governance and financial probity of the Institute, and sets its strategy and budget.
* A Vice President is an ex officio member of the Council of the Institute. The Council is the representative advisory body drawn from the membership; and whose primary function is to represent the views of the membership to the Trustees.

A Vice President is expected to provide a leading interest in a key aspect of the Institute’s strategy and direction

A Vice President may be asked to act on behalf of the President as the public face of the Institute with key stakeholders, representing the Institute at the highest level with, for example, government bodies, Members of Parliament, industry, academia, the media, scientific and engineering institutions, and other public and voluntary bodies. Whilst these contacts will be primarily in the United Kingdom there are also links with international scientific and engineering bodies and also in other countries where the Institute has membership.

A Vice President works closely with the Institute’s Chief Executive, President the other Officers and the Trustee Board to:-

* Further the strategic development of the Institute,
* Formulate the Institute’s policies and views, presenting these to the profession and the wider world,
* Promote wider public engagement with Institute’s activities and science and engineering in general

**Term of Office**

A Vice President is elected by the Corporate Members for a term of office not exceeding 3 consecutive years. On retirement from office a Vice President is not eligible for election again as a Vice President.

There shall be no more than three Vice Presidents in office at any one time. A maximum of one Vice President may be resident outside the United Kingdom.

**Commitment**

Undertaking the position of Vice President requires a significant time commitment.

Attendance at the Trustee Board includes, typically, up to 5 meetings per year and Council up to 3 meetings per year, where possible held on the same day as Trustee Board meetings.

A Vice President is encouraged to contribute to the activities of other institute committees and groups.

A Vice President may be asked to stand in for the President at Local Section and external events

A Vice President is encouraged to be proactive in identifying other events where they can represent the Institute. This could include meetings they are already attending in a different capacity

**Qualities, Skills and Experience**

In order to fulfil the role of Vice President we would expect the person taking the role to be:-

* a technical professional of demonstrable standing,
* a capable public speaker,
* of such demeanour as will uphold the dignity of the Institute,
* able to think strategically and to promote the vision of the Institute,
* able to bring balanced judgement and a willingness to contribute views in an open and supportive environment, to be supportive of team-based working and to recognise the importance of collective decision making,
* have an interest across the breadth of Measurement and Control technology with experience working across at least one of academia, industry, supply chain and their interfaces,
* willing to commit to the role for 3 years
* a Corporate Member of the Institute

Preferably they should:

* be in a position to broaden the influence of the Institute, in the UK and abroad, through their personal network,
* preferably have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (recognising that training and support will be available if necessary)