

ROLE DESCRIPTION

STRATEGY COMMITTEE- ORDINARY MEMBER

INTRODUCTION

The Strategy Committee is responsible for managing the Institution's strategy process, the purpose of which is to develop policies that provide:

- A sense of purpose and direction, and some guiding principles;
- Clarity of what is expected for all involved in running or supporting the Institution;
- A framework for discussion, debate, amendment and collating individual contributions to strategy;
- A means of measuring achievement of goals;
- A mechanism for allocating resources where they will achieve these aims.

The Strategy Committee has **six** ordinary members.

RESPONSIBILITIES - DUTIES OF THE STRATEGY COMMITTEE

The Strategy Committee has responsibility to:

1. Develop the long-term vision and lead the strategic planning in relation to the Institution's primary purposes as reflected in the work of the Institution's main boards.
2. Consider the implications of external trends and influences and any other issues which are considered to be of strategic importance to the Institution's primary purposes.
3. Consider the long-term structure and the balance of member needs and activities.
4. Work with and take input from all the relevant boards and committees of the Institution, including from staff work and external sources.
5. Review the IMechE's charitable purposes and ensure that they remain relevant and valid.
6. Consider how to build and maintain the reputation of the Institution and engage with organisations such as Government, the Charity Commission, Royal Academy of Engineering and Engineering Council.
7. In conjunction with the Finance Board, regularly review the sustainability of the IMechE's finances, free reserves and business models and their impact on achieving the charitable purposes in the short, medium and longer term.
8. In conjunction with the Audit & Risk Committee and Finance Board, review how to manage and reduce major risks.

9. Define short, medium and long-term strategic objectives and associated KPI's. Evaluate the IMechE's impact by measuring and assessing results, outputs and outcomes.

COMMITTEE MEMBER PERSON SPECIFICATION

Members of the committee will ideally have a combination of the following characteristics:

1. Able to take a broad perspective of the Institution and beyond:
 - Taking a strategic mind-set, seeing beyond the current situation
 - Understanding the current strengths and weaknesses of the Institution
2. Analytical and able to communicate concisely:
 - Capable of working through conflicting information and viewpoints, competing priorities and of seeing a way forward
 - Able to listen, distil the message and convey a general sense of direction, especially in writing
3. Well-informed:
 - Aware of the challenges facing engineering and engineering companies
 - Familiar with business, employment, economic and political trends
4. Experienced in strategy development and deployment
 - Evidence of having worked in the Strategy field before
 - Ideally having developed and implemented strategy in a business setting
5. Understanding the needs of members and markets
 - Able to distinguish differing needs of members according to age, academic level and geographic location
 - Some understanding of the international perspective
6. Able to influence others:
 - Capable of working well with others, staff and members or beyond

COMMITMENT

Strategy Committee members are required to commit to the following:

1. Work within the Institution's Values, Behaviours and Code of Conduct
2. Act with integrity, self-reporting conflicts of interest
3. Exercise independent judgement for the benefit of the Institution as a whole
4. Challenge colleagues appropriately
5. Research thoroughly and compile written material

TERM OF OFFICE AND OBLIGATIONS

1. Ordinary Members will have a term of up to 3 years, after which time they will be expected to step-down (NB. Shorter terms may apply for the first 2 years to avoid too many changes after Year 3)
2. The Strategy Committee will meet six times per year; it is expected that four of these meetings will be "in person". The remaining two meetings will be "virtual". International Members have the option of joining the physical meetings "virtually" for their convenience. An annual strategy conference is also planned.
3. Additional meetings, including virtual sessions, could also be arranged if required at busy times. Appropriate notice will be given.
4. Candidates must have sufficient availability of time to devote to the responsibilities outlined in the role description above. Our current estimate is that this will amount to a minimum of 20-30 hours of equated time per quarter.
5. Strategy Committee members will undertake inductions, training and refreshers as required to maintain the skills and knowledge criteria for their roles and the broader capabilities and effectiveness of the committee.