

## **YOUNG MEMBERS BOARD**

### **Constitution and Terms of Reference**

#### **1. PURPOSE AND OBJECTIVES**

- 1.1. The YMB is an operating board of the Institution of Mechanical Engineers. Its main objectives are to engage existing Young Members and inform and engage prospective members and the wider public alike.
- 1.2. A Young Member (YM) is defined as:  
*A member of the Institution of any grade, who is actively working towards professional registration at Engineering Technician (EngTech); Incorporated Engineer (IEng); or Chartered Engineer (CEng) level or has become professionally registered within the last ten years.*
- 1.3. Furthermore, the YMB is to:
  - 1.3.1. Represent and communicate with YMs of the Institution in liaison with the International Young Members Committee (IYMC), recognizing the role of the IYMC in representing international Young Members.
  - 1.3.2. Consider all matters relating to YMs of the Institution.
  - 1.3.3. Ensure that YM issues are raised to the Trustee Board and acted upon appropriately.
  - 1.3.4. Ensure that the Institution looks to the future of the Engineering Profession, including but not limiting itself to Mechanical Engineering, to ensure the Institution is *Improving the World through Engineering*.
  - 1.3.5. Act as an interface to YM communities across other Professional Engineering Institutions, to further the community of young/early career engineers for the overall benefit of society, and the collective engineering professions.

#### **2. DUTIES**

The Young Members Board duties are to:

- 2.1. Report and make recommendations to the Trustee Board as may be necessary.
- 2.2. Facilitate the implementation of Trustee Board decisions where applicable.
- 2.3. Consider such matters as directed by the Trustee Board.
- 2.4. Support and guide the activities of YMs through the Volunteer Network.
- 2.5. Have responsibility for and participate in the annual YMB Strategy Conference.
- 2.6. Ensure that the decisions taken, and activities undertaken, by the Young Members Board Executive committee are in the best interests of YMs.
- 2.7. Support strategies and activities to attract and engage new members to the Institution.
- 2.8. Support strategies and activities to inspire young people about engineering.
- 2.9. Represent the Young Member membership.
- 2.10. Advise the Executive, Trustee Board and other boards and committees of the Institution on YM issues.

### 3. MEMBERSHIP

#### 3.1 Composition and Tenure

##### **Young Members Board Executive Committee**

*The Young Members Board Executive Committee (YMB Exec) exists to lead the YMB, and acts as a focal point for Institution communication to/from the YMB.*

*The YMB Exec shall share attendance at Trustee Board (predominantly the Representative to TB but can be substituted with TB approval as appropriate), Council and other board/committee meetings of the Institution on behalf of the YMB and the wider YM population, where appropriate or necessary.*

*With the exception of Chair, YMB Exec post holders are able to hold other representative positions on the wider YMB. The Chair Elect can hold other positions, but with the understanding that at the time of taking office as Chair, they shall have relinquished these YMB positions to other volunteers.*

*The YMB Exec consists of the following roles:*

|   |                                 |            |  |            |         |
|---|---------------------------------|------------|--|------------|---------|
| 1 | Chair                           | Appointed  | Appointed upon completion of term of Chair Elect | Voting     | 1 year  |
| 1 | Chair Elect                     | Elected    | Elected by voting members of the Board           | Voting     | 1 year  |
| 2 | Vice Chairs                     | Elected    | Elected by voting members of the Board           | Voting     | 2 years |
| 1 | Representative to Trustee Board | Elected    | Elected by voting members of the YMB             | Voting     | 2 years |
| 1 | Immediate Past Chair            | Ex officio | Appointed upon completion of term of Chair       | Non-voting | 1 year  |

##### **Young Members Board**

*All positions as listed in the above Young Members Board Executive Committee table are included in the composition of the Young Members Board along with the following:*

|   |                                   |            |   |        |  |
|---|-----------------------------------|------------|---|--------|--|
| 1 | TSB Representative                | Elected    | Elected by voting members of the Board                              | Voting | 2 years  |
| 1 | RSB Representative                | Elected    | Elected by voting members of the Board                              | Voting | 2 years  |
| 1 | QMB Representative                | Elected    | Elected by voting members of the Board                              | Voting | 2 years  |
| 1 | ESSB Representative               | Elected    | Elected by voting members of the Board                              | Voting | 2 years  |
| 1 | TBAC Representative               | Elected    | Elected by voting members of the YMB Executive Committee            | Voting | 2 years  |
| 1 | IYMC Representative to YMB        | Ex officio | Appointed - Vice Chair of the International Young Members Committee | Voting | 3 years  |
| 1 | YMB Representative to IYMC        | Elected    | Elected by voting members of the Board                              | Voting | 2 years  |
| 1 | Heritage Committee Representative | Ex officio | Appointed by Heritage Committee                                     | Voting | To be determined by their elected position within the member network |
| 1 | D&I Representative                | Ex officio | Appointed by D&I Committee  | Voting | To be determined by their elected position within the member network |

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|    |  |            |  |            |  |
|----|--|------------|--|------------|--|
| 1  | Professional Development Standards Committee | Ex officio | Appointed by the Professional Development Standards Committee  | Voting     | To be determined by their elected position within the member network |
| 16 | Regional Young Member Representative         | Ex officio | Appointed - one YM representative nominated by each UK & Ireland Region                              | Voting     | To be determined by their elected position within the member network |
| 18 | Division & Group Representatives             | Ex officio | Appointed - one YM representative nominated by each Division & Group                                 | Voting     | Varies: to be determined by each Division & Group                    |
| 10 | Co-opted                                     | Co-opted   | Appointed by YMB Executive Committee for a fixed term to address knowledge / skill gaps of the Board | Non-Voting | 1 year   |

See Appendix A for the role descriptions for the posts of Chair and Chair-Elect (and any other posts as appropriate).

### 3.2 Elections and Appointments

- 3.2.1. See Appendix B for the approved processes and procedures for elections and appointments to the Young Members Board, including the qualifying criteria for specified roles, the fixed terms of office, rules for re-election, rules for unopposed elections and the procedure to be followed in the event of the requirement for a vote of no confidence.
- 3.2.2. A member of the YMB may hold more than one of the above-mentioned posts, subject to agreement with the YMB Exec, and where applicable the consent of the YMB, according to the terms of appointment listed above.
- 3.2.3. The Chair shall not chair the Young Members Board only when it is dealing with the matter of an extraordinary re-election of the Chair to the Young Members Board.
- 3.2.4. In the absence of the Chair, or in accordance with 3.2.3 above, the Chair-Elect shall chair the Young Members Board.
- 3.2.5. In the unlikely absence of both the Chair and the Chair-Elect, another member of the YMB Exec shall Chair the Young Members Board.
- 3.2.6. Only YMB Members who have been part of the YMB for a minimum of one year in advance of the requisite election can run and be elected to the YMB Exec.

### 3.3 Conduct

Members shall demonstrate values and behaviours aligned to the Institution's Code of Conduct and its commitment to diversity and inclusion in all matters; see Appendix B.

### 3.4 Training

Members shall undertake inductions, training or refreshers required to maintain their skills, knowledge and effectiveness in their volunteer roles.

## 4. SECRETARY

- 4.1 The Young Members Board shall receive professional secretariat support.
- 4.2 The YMB Exec shall ensure that the secretariat will be provided with any requests, information and papers in a timely manner to ensure the Board can conduct its activities effectively.
- 4.3 The secretariat support shall, with the support of the YMB Exec, produce the minutes of meetings, and the recording of decisions.

## 5. BUDGET

- 5.1. The Young Members Board operates within an annual budget proposed by the Chair and

agreed by the Trustee Board.

- 5.2. The Young Members Board Chair is responsible for ensuring that all money spent within the agreed budget is in accordance with the Institution's policies.
- 5.3. The Young Members Board shall be accountable for following the relevant financial policies in conducting their activities, as supported by the YMB Chair, and by extension, the YMB Executive Committee.

## **6. MEETINGS**

### **6.1. Participation**

- 6.1.1. Only members of the Young Members Board and the President have the right to attend meetings and only voting members listed in 3.1 above shall participate in Young Members Board votes.
- 6.1.2. At the discretion of the Chair, and as appropriate for the business of the meeting, other individuals (i.e., Trustees, specialists, external representatives etc.) may be invited to attend as observers for all or part of a meeting.
- 6.1.3. Where votes are to be conducted, each member of the Board shall have only one vote, irrespective of the number of positions held within the Board structure outlined in Section 3 of these terms.
- 6.1.4. Should a member of the YMB, attending in an ex-officio capacity as outlined in Section 3.1 above, be unable to attend a meeting, then an alternate can attend on their behalf. This alternate shall have delegated responsibility to vote as if they were the absent YMB member representative.

### **6.2. Quorum**

The attendance of 1/3 voting members, including either the Chair or Chair-Elect, is required for a meeting to be quorate.

### **6.3. Frequency**

- 6.3.1. The Young Members Board will meet formally 4 times a year, either physically or remotely, one of which will be the annual YMB Strategy Conference.
- 6.3.2. Members are required to maintain an attendance rate of 75% per annum and, if unable to do so, may be asked by the Chair to stand down.

## **7. REPORTING RESPONSIBILITIES**

- 7.1. To report to the Trustee Board an annual review of young member activities.

## **8. AUTHORITY**

- 8.1. The Young Members Board has authority from the Trustee Board for young member operations, dispensing the budget and the right to establish and dissolve standing groups and task groups on any topics within its areas of responsibility.

## **9. RETENTION AND MAINTENANCE**

- 9.1. The Young Members Board shall review its Terms of Reference every 2 years.
- 9.2. Terms of Reference may be amended, varied, or modified by seeking approval of the Trustee Board.
- 9.3. Approved Terms of Reference will be held in a central repository overseen by the Governance Department. Members can, where applicable, access the Terms of Reference through the IMechE Website, Young Members Board Teams Channel and/or upon request to the Governance Department.

## **10. APPROVAL**

- 10.1. This document and its appendices were approved by the Trustee Board on **XX**.