

AUTOMOBILE DIVISION HANDBOOK

Institution of
**MECHANICAL
ENGINEERS**

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1	INTRODUCTION
	<p>The Automobile Division of the Institution of Mechanical Engineers is one of 18 Divisions and special interest Groups (Ds and Gs) of the Institution. It came into being in 1947 on the amalgamation of the former Institution of Automobile Engineers into the IMechE. It is currently and has generally been one of the largest and most active Ds and Gs in terms of its programme of activities in London and in its nine UK regional Centres. It also has a centre in India.</p> <p>This handbook contains rules for organising and administering the Division and guidelines for Members and Staff administering the Division. This is available on the IMechE website and via the Divisional members' online files. It shall be reviewed annually at the Board meeting in June.</p>
2	TERMS OF REFERENCE
2.1	<p>Mission</p> <p>To represent the Institution in the automotive sector and to pursue the Institution's vision and the Division's vision and objectives to the benefit of both Members and non-members working within the automotive industry and in academia.</p>
2.2	<p>Vision</p> <p>For the IMechE to be the pre-eminent Professional Engineering Institution in the automotive sector in the UK while also expanding, significantly its international impact.</p>
2.3	<p>Scope</p> <p>The Division consists of IMechE members of all grades professionally involved in or interested in the science and practice of Automotive Engineering. Its scope covers research, design, development, procurement, manufacture, operation, maintenance within the following sectors:</p> <ul style="list-style-type: none"> • Passenger car • Two-wheeler • Off-highway and agricultural • Commercial vehicles and passenger carrying-vehicles • Defence and land systems • Supply chain
2.4	<p>Objectives</p> <p>The Division contributes within the automotive sector in the UK and internationally and in partnership with other Divisions and with other Institutions:</p>

	<ul style="list-style-type: none"> • Developing a learned society programme that meets the Members' expectations. • Influencing government and other relevant bodies such that the Institution's input is sought and recognised as a source of knowledge and professional expertise. • Maximising media opportunities to raise the profile of automotive engineering and the Institution. • Raising the profile of the automotive industry in the engineering sector and encouraging engineers at all levels into the automotive industry. • Raising the profile of automotive engineering to university engineering undergraduates and encouraging them into the industry. • Actively encouraging school pupils to consider and choose Engineering and especially Automotive Engineering as a subject for higher education and a future career. • Achieving the Division's budget. • Collaborating with other Divisions, Groups, Regions and Centres. • Establishing close working relationships with other Institutions, external bodies regionally, nationally and internationally (e.g. FISITA, SAE) • Encouraging the participation of younger Members • Encouraging improvements in ethnic diversity and gender balance in the automotive sector • Championing the potential benefits of emerging technology <p>The Institution's Technical Strategy Board (TSB) is required, in conjunction with the D&G Boards, to set strategic objectives and measures for monitoring progress against these objectives.</p> <p>See Appendix 4 for the Institution's 12 Attributes of a Learned Society.</p>
3	RULES FOR THE CONDUCT OF AD BOARD AND SUB COMMITTEES
3.1	Rules for Conduct of the Automobile Division Board
3.1.1	<p><i>Composition of the AD Board</i></p> <p>The governing body for the Automobile Division is a Board elected by those members of the Institution that are affiliated to the Division ("AD Members").</p> <p>The AD Board shall comprise as a minimum a total of 18 elected persons. There shall be a minimum of:</p> <ul style="list-style-type: none"> • One Chair • One Chair Elect • Two Vice-Chairs

- Ten Centre Chairs
- Four Ordinary Members

Elected Board Members shall stand for re-election every three years and shall not normally serve for more than six consecutive years as elected Board Members unless they are appointed as Vice Chair, Chair Elect or Chair.

The Board may co-opt additional Board Members where they can contribute to the objectives by making a significant contribution to the activities of the Division such as, for example, leading an initiative, carrying out work or chairing a committee, but they will have no entitlement to vote.

Board Members are expected to assist in coordination of activity by representing the Board on a sub-committee or by leading a particular initiative on behalf of the Board.
Past Chairs will automatically be conferred co-opted status for a period of three years after their Chair-ship and may remain for longer if they are still active in the work of the Board.

The Board shall be quorate if either the Chair or Chair Elect is present and a minimum of 50% of the Members entitled to vote are in attendance.

The Chair shall normally seek to reach decisions by mutual consensus between all Board Members entitled to vote that are present. In the event of a failure to achieve such a consensus a vote of these Board Members present shall be taken, and a 2/3 majority of these Board Members shall be required to carry a decision.

The Executive Committee shall nominate the Chair, Chair Elect and Vice-Chairs for the next session from the Board membership or from senior Fellows of the Institution working within the automotive industry. The Board shall be invited to approve these nominations.

In the event of any opposition to the Executive Committee nominations the normal decision-making rule shall apply (i.e. a 2/3 majority of Board Members entitled to vote that are present shall be required to carry a decision).

Executive Committee may make nominations from both elected and co-opted Board Members.

The Chair shall normally serve for two years and may not serve for more than three years without the agreement of TSB.

The Chair Elect will normally be the successor to the Chair-ship. The Chair Elect will normally be selected from the previous year's Vice Chairs.

Unless they are already Chair of a sub-committee, Vice Chairs will normally be expected to contribute by acting on behalf of the Chair as co-

	<p>ordinator for a particular activity.</p> <p>To be eligible for the role of Chair and Chair Elect, nominees must be Fellows of the Institution.</p> <p>It shall be the responsibility of the Chairs of the AD Board, sub-committees and Centres to review the contribution and attendance of members. Committee members (elected or co-opted) whose attendance falls below 50% over an 18-month period shall be invited by the Chair of the Board or Committee to consider their position. This condition shall however be relaxed if relevant meetings have been arranged or rearranged at short notice by the Chair.</p> <p>Staff shall produce the necessary attendance statistics for Chairs of committees and shall produce a summary statement of committee attendance for review by the Executive Committee and Board meetings.</p> <p>Notice of new Board appointments must be announced at the AGM and published on the Division's website.</p>
3.1.2	<p><i>Executive Committee</i></p> <p>The purpose of Executive shall be to maintain an effective and efficient management of the Division's affairs whilst referring policy matters back to the Board for approval.</p> <p>The Chair of the Board shall chair the Executive.</p> <p>The Executive shall comprise as a minimum:</p> <ul style="list-style-type: none"> • Chair • Chair Elect • Immediate Past Chair • One other Vice Chair • Sub-Committee Chairs <p>The Executive Committee shall maintain a tentative plan of succession strategic continuity. It shall review and provide the succession plan for Chair-ship, Chair-ship Elect and Vice-Chair-ship for the years ahead, sharing the appointments as evenly as possible between the different sectors of the automotive engineering industry. In particular it will:</p> <ul style="list-style-type: none"> • Nominate to the Board the AD Chair and the Chair Elect, the latter normally from one of the Vice Chairs • Nominate to the Board AD Vice Chairs • Nominate new Board Members to the Membership <p>The Executive may co-opt additional members to Executive where they can contribute to the objectives, by making a significant contribution to the activities of the Division such as, for example, leading an initiative, carrying out work, or chairing a working group.</p>

3.2	<p>Board Sub-Committees</p> <p>The Board may establish standing or task related committees that are appropriate to their level of activity. The Board is responsible for monitoring a sub-committee's effectiveness in line with its overall objectives and disbanding it once its purpose is served.</p> <p>The Division currently has the following sub-committees. This may change to reflect Industry requirements:</p> <ul style="list-style-type: none"> • Event Programme Committee • Prizes and Awards Committee <p>Appendix 2 details the remit and composition of each sub-committee.</p>
3.3	<p>Centre Chairs' Meeting</p> <p>The purpose of the Centre Chairs' meeting is:</p> <ul style="list-style-type: none"> • To facilitate two-way communication between AD Centres and HQ (normally G&E) • To enable sharing of best practice between Centres • To identify areas of common concern <p>The meeting reports to the Board and is chaired by the Chair Elect.</p> <p>All Centre officials are encouraged to attend but, in some circumstances, it may be appropriate for some to contribute via WebEx, Skype or conference call etc.</p>
4	<p>ANNUAL GENERAL MEETING</p>
	<p>An AGM will be held at which an annual report on the division's activities shall be presented in time for the meeting in May of each year.</p> <p>The Chair, assisted by the responsible member of staff, and using the Institution's templates, shall compile an annual report.</p> <p>The Chair, Chair Elect, Vice Chairs and elected Board Members will be announced at the AGM.</p> <p>The AGM shall be held in quarter two of the calendar year. The AGM shall be announced via the Division's website and by email to AD Members or by other communication means.</p> <p>The notes, scripts and formats of the AGM shall follow the Institution's template and the documents will be drafted by the member of staff responsible for the Division's administration.</p>
5	<p>RULES FOR CENTRES</p>

5.1	<p>Names and Territories of Centres</p> <p>A Centre is defined as a collection of AD Members in any region who formally meet and co-operate for the purpose of advancing any of the objectives of the Division in that geographic area.</p> <p>There are currently nine UK centres and one international centre of the Automobile Division, each of which has been established to suit the location of automotive engineers.</p> <p>Each Centre shall be named after the territory in which it operates. Such territories shall be subject to addition, alteration or adjustment from time to time by the Automobile Division Board as may be considered expedient.</p> <p>Automobile Division Centres are located as follows:</p> <ul style="list-style-type: none"> • Birmingham • Coventry • Eastern • East Midlands • Essex • North Eastern • North Western • Southern • Yorkshire • Pune (India)
5.2	<p>Objectives of Centres</p> <p>The objectives of a Centre, pursuant to Article 7 of the Charter, shall be to aid the Automobile Division Board in their pursuit of the aims and objectives of the Institution in general, and of the Automobile Division in particular, in the territory covered by the Centre. This will be achieved by arranging meetings for the delivery of presentations and informal discussion, by arranging visits to works and objects of scientific and educational interest to AD Members and in such other manner as may be considered suitable by the Automobile Division Board.</p> <p>A further key objective of a Centre shall be to support the Institution in the encouragement and participation of STEM subjects and a subsequent Engineering career among school-age children. This activity may include, but is not limited to presentations, careers evenings, educational visits, Engineering, and especially Automotive Engineering, themed activities and competitions for school-age children.</p>

<p>5.3</p>	<p>Membership of Centres</p> <p>Membership of a Centre gives an individual the right to stand for membership of the committee of that Centre and, provided all other requirements are met, to participate in votes organised by the Centre.</p> <p>AD membership will be defined as all those IMechE members who have selected "Automobile" as one of their preferred Industries in the online member profile.</p> <p>Any Institution member who wishes to become a member of the AD should update the "Industry" section of the member profile to include "Automobile". Each AD Member whose recorded address is within the territory of the Centre shall be a member of that Centre unless, by notice in writing to the manager of the Institution's membership database, they have expressed a wish to be a member of another Centre, in which case they shall be a member of that other Centre. No person shall be a member of more than one Centre, but this shall not preclude individuals from being on the mailing list of more than one centre.</p> <p>No subscription shall be required from any member of a Centre beyond that payable to the Institution prescribed in the By-Laws.</p>
<p>5.4</p>	<p>The Centre Committee</p> <p>The affairs of each Centre shall be controlled by a Centre Committee.</p> <p>Ideally a Centre Committee should have a minimum of five members, including the three key roles of Chair, Secretary and Treasurer. However, it is recognised that due to adverse circumstances it may on occasion be difficult to attract or retain sufficient volunteers to achieve this. Should this arise, or ideally, when foreseen as arising, a committee member should contact the AD Board to discuss how best to provide support for the Centre, such as means of recruiting additional volunteers, or possibly support from local area or regional committees.</p> <p>There is no upper limit on the number of members of a committee. Should a Centre Committee find itself to be in the fortunate position of having a large number of volunteers, it is recommended that sub-committees be formed for such activities as (for example) promoting STEM education or Young Members' activities.</p> <p>At least one member of the committee must be a corporate member and should ideally be a Fellow of the Institution. Normally this would be the Chair, but this is not essential. The Chair must be at least an Associate Member of the Institution and the AD. Ideally, but not essentially, a majority of the Centre Committee should be members of the Institution and AD members. All committee members should be encouraged and supported to apply for the highest grade of membership for which they are eligible, recognising that committee membership is a key contributor to CPD and the Professional Review.</p>

	<p>Any member of the Automobile Division Board who is a members of a Centre will be an ex-officio member of the Centre Committee.</p> <p>Changes to the membership of the Centre Committee, other than the three primary roles of Chairman, Secretary and Treasurer, may be made at any time by agreement of the committee. Nominees for Chair, Secretary and Treasurer should be proposed by the existing committee and approved by the Centre at the Centre AGM. The Centre Committee may not veto any nomination that has been made, and if more than one nomination for a primary role is received, then an election must be held at the AGM. Other committee roles do not require election, as there is no upper limit on the number of positions.</p> <p>The Chair of the Centre (who pursuant to Rule 6(iii) of the Rules for Constitution and Conduct of a Division is ex-officio a member of the Automobile Division Board) shall be Chair of the Centre Committee. In these rules they are referred to as the Chair.</p> <p>A Secretary must be appointed by the Centre. The Secretary must be a member of the Centre but need not be a corporate member.</p> <p>The Centre Secretary must invite nominations for the primary roles (Chair, Secretary, Treasurer) of the Centre Committee from the Centre membership at least two weeks prior to the Centre AGM.</p> <ul style="list-style-type: none"> • In order to represent the interests of Young Members, the Committee should aim to encourage participation by one or more Young Members wherever possible. As per section 5.3, should volunteer members and demographics support it, the formation of a Young Members sub-committee should be encouraged. • One, or more, vice-Chairs should be appointed, if possible, to provide succession planning for the role of Chair, and also to act as a deputy for HQ meetings should the Chair not be available. They must be members of the Centre but need not be corporate members. • A Treasurer must be allocated to control Centre finances and provide the link to HQ. The Treasurer should be an AD member. • The term of office for the Chair and the Secretary shall normally be three years, at which point they can be nominated for a further period of office to be ratified at the Centre AGM. Notice of re-election of existing office holders, along with new appointees, should be notified to the AD Board as part of on-going Centre regular reporting. • There is no limit to the term of office of other committee members, whose on-going participation and contribution to Centre activities is welcomed. • The Centre Committee may decide to co-opt non-voting members who will be able to further the interests of the Centre and this is to be encouraged. Such people could be members of academic bodies or other engineering institutions, or people who by their attendance at ordinary meetings have demonstrated their ability to further the interest of the Centre.
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	<ul style="list-style-type: none"> The Chair will be responsible for managing the active participation of all Committee members. To this effect the Chair, assisted by the Secretary, shall review Centre Committee attendance annually. Centre Committee Members who have been unable to regularly attend or make a substantive contribution shall be asked to “consider their position”.
5.5	<p>Voting Rights</p> <p>It is accepted that most decisions made within a Centre will be achieved by consensus, but where a vote is required, the following will apply:</p> <ul style="list-style-type: none"> All members of the Centre Committee may vote at committee meetings. Three AD members of the committee will constitute a quorum. All members of the Centre Committee may vote at committee meetings. Three AD members of the committee will constitute a quorum. All Members of the Centre may vote at meetings of the Centre. When a vote is required to agree the membership of the committee, an election will be held in a manner approved by the Division Chair.
5.6	<p>Holding of Meetings</p> <ul style="list-style-type: none"> Each year the Centre Committee will decide a programme of ordinary meetings and other activities pursuant to the objectives of the AD. The Secretary or Publicity Officer shall be responsible for publicising activities. The Secretary shall ensure that a suitable record of ordinary meetings and other activities is kept detailing the venue, presenter, topic and attendance along with any other relevant information. An AGM is to be held each year to which all Centre Members are invited. This may be combined with an ordinary meeting and must be publicised (as a minimum) in a similar manner to an ordinary meeting. Centre Committee meetings are to be adequately publicised to members of the committee and held at least twice a year.

5.7	<p>Financial Matters</p> <ul style="list-style-type: none"> • The Treasurer shall be responsible for running the financial affairs of the Centre. • At least two members of the committee must take responsibility for the total annual expenditure of the Centre and ensure that it has been spent in the interests of the Institution. • A Centre budget will be agreed for the Centre. This will be agreed between the Centre Chair, AD Chair and member of staff responsible for the Division. • This budget will be managed taking account of the financial procedures of the Institution and up to the limit of the Centre's annual budget. • Even though all Centre accounts are electronic, all expenditure must be accounted for in June and December even if this represents a zero return. Details of the planning and reporting timescales are attached as Appendix 5. • Financial matters must be discussed at each meeting of the Centre Committee. • Centre grants will automatically be provided by HQ within a month of submitting the relevant financial information.
5.8	<p>Centre Reports</p> <p>The Centre Chair is responsible for ensuring that:</p> <ul style="list-style-type: none"> • An annual report for the Centre describing the activity of the Centre through the previous session, including as a minimum attendance at Centre activities shall be submitted to the Automobile Division two weeks before the AGM of the Division. • A Centre activity report is submitted one week prior to every Automobile Division Board meeting. • A report detailing the Centre's financial activity will be made available to the members of the committee taking responsibility for the Centre's financial affairs from the Financial Manager of the Institution when requested. • Appendix 5 provides a timeline/advice on the financial processes
6	<p>STAFF SUPPORT</p>
6.1	<p>Finance</p> <p>Financial forecasts for the Division will be produced by the HQ staff for review by the Chair and Executive Committee, in advance of each Board meeting.</p> <p>For timescales and deadlines please see Appendix 5.</p>

- This section defines the relationship between the AD Members, their representatives and the staff employed by the Institution.
- The Board is the governing body of the Automobile Division. It acts for the Institution in automotive related matters under the delegated authority of Trustee Board delegated via the Technical Strategy Board.
- The members of the Institution are organised by industrial sector (Divisions) and technical specialty (Groups) whilst the staff are organised into a number of specialist departments covering such activities as governance and engagement, Events Department, learning and development, marketing, membership and professional development etc.
- The administrative secretariat for the Division is provided by the Governance and Engagement department (G&E). Events Department organises and publicises HQ events for the Automobile Division under the governance of the Board's sub-committees.

See **Appendix 1** to see organigrams of IMechE and specifically of how the Division reports to the Trustee Board and **Appendix 2** to see the remit and compositions of each sub-committee).

- The "matrix" nature of the relationship between the organisational structure of the Members (industry sector) and the staff (functional specialities) means that the Automobile Division is able to call upon the very wide range of expertise from the different departments. It also means that the various staff departments will inevitably be carrying out activities that affect members of the Institution in the automotive sector represented by the AD Board and its committees, and also for other Ds and Gs.
- The AD Board and its committees will, in creating and delivering the AD business plan to meet the Institution's objectives, be benefitting from activities within the domain of expertise of the various staff departments.
- This will work best if the relationship takes the form of a co-operative partnership, so that the AD and the Institution gain maximum advantage from the AD representatives' and the staff experts' complementary skills and knowledge.

The success of the Institution depends upon the efficient operation of this matrix structure by the AD Board, representatives and the staff.

To this end:

- The appropriate Executive in Governance and Engagement responsible for the secretariat of the Division will advise the Automobile Division Chair of any strategic initiatives under development within the various departments that may have relevance to the Automobile Division or its members. They have the duty of liaising with the AD Chair to facilitate a close working relationship in respect of those issues and the relevant business plans.
- Based on this advice it is the AD Chair's responsibility to advise the nominated Executive in Governance and Engagement of any strategic initiatives under development within AD that may have relevance to strategic initiatives under development within the various departments of the Institution to facilitate a close working relationship in respect of those issues.
- It is the responsibility of the AD Board represented by the Chair and the designated IMechE staff members to "sign off":

- all automotive related activity and events managed from IMechE HQ (G&E and EVENT) by September of each year

7	PRIZES AND AWARDS
7.1	<p>Prizes and Awards specific to the Automobile Division</p> <p>Crompton-Lanchester Medal - Awarded to an individual or a team of people for an Outstanding Technical Achievement. This may be a significant product launch, or research project, or other development in the field of Automotive Engineering. It can also be awarded for outstanding and continuous service to the Automobile Division over a number of years.</p> <p>Adrian Reynard Motorsports Medal - Awarded to an individual or a team of people, working in the field of Motorsports Engineering, who have demonstrated an Outstanding Technical Achievement, or delivered a notable lecture, presentation or published article, or have made a significant contribution, including service to the Institution.</p>
7.2	<p>Prizes & Awards Process</p> <ul style="list-style-type: none"> • The process for nominating and awarding these medals is normally managed by the AD Board through the establishment of a Prizes and Awards sub-Committee (PAC). The remit and composition of this sub-committee is detailed in Appendix 2. • The Board will appoint a Chair and members to the sub-committee from current Board members, although additional members can be co-opted onto the sub-committee from within the AD membership and from IMechE staff as required, at the discretion of the sub-committee Chair. • Nominations for prizes can be made by AD Centres, Companies, Academic and other Organisations and Individuals connected to the IMechE. Full details of eligibility for nominations and the selection criteria are detailed on the IMechE website. These are reviewed annually by the PAC and any proposed changes are confirmed at the AD Board and by the Trustee Board Awards Committee (TBAC) if required, prior to the start of formal nominations (usually 1st January). • Final recommendations of the nominees for these prizes are presented to the full AD Board for approval and then to the IMechE Trustee Board Awards Committee (TBAC) for ratification. • Awards may be made annually with all nominations submitted in writing by 31st March - for example, nominations for achievements in 2020 must be submitted by 31st March 2021. • The timeline for the annual process is shown in Appendix 6.

7.3 Automobile Division Scholarships

The Automobile Division awards three **Spencer Wilks Scholarships**, as follows:

- 1 x First Year Undergraduate Scholarship for an undergraduate to study a degree in automotive engineering. This is valued at £3,000 p.a. for a maximum of 3 years, awarded to a student who is about to complete their first year of studies, with the Scholarship being paid for the remaining 3 years of an MEng degree. Only 1 scholarship live at a time.
- 1 x Postgraduate Masters Scholarship for a graduate (academic requirements meeting the IMechE requirements for IEng) looking to close the gap to become a Chartered member of the IMechE, by studying for a Masters relating to automotive engineering. Only 1 scholarship live at a time. Valued at £6,500 p.a. (1-2 years).
- 1 x Postgraduate Research Scholarship (i.e. leading to a PhD) for a graduate (academic requirements meeting IMechE requirements for CEng), undertaking research into an automotive engineering subject. Only 1 scholarship live at a time. Valued at £6,500 p.a. (max. 3 years).
- The process for nominating candidates for all of these scholarships is managed through the IMechE's central Scholarships committee. The AD Chair nominates one Board member to sit on this committee to assist with the process of selecting candidates, managing these scholarships and reporting back to the AD Board.
- Nominations can be made by Individuals, Companies, Academic and other Organisations and AD Centres. Individuals are also allowed to nominate themselves. Nominations for all Scholarships must be received by **30th June**, prior to the start of the next academic year.

******* Process details TBA - awaiting info from Scholarships committee *******

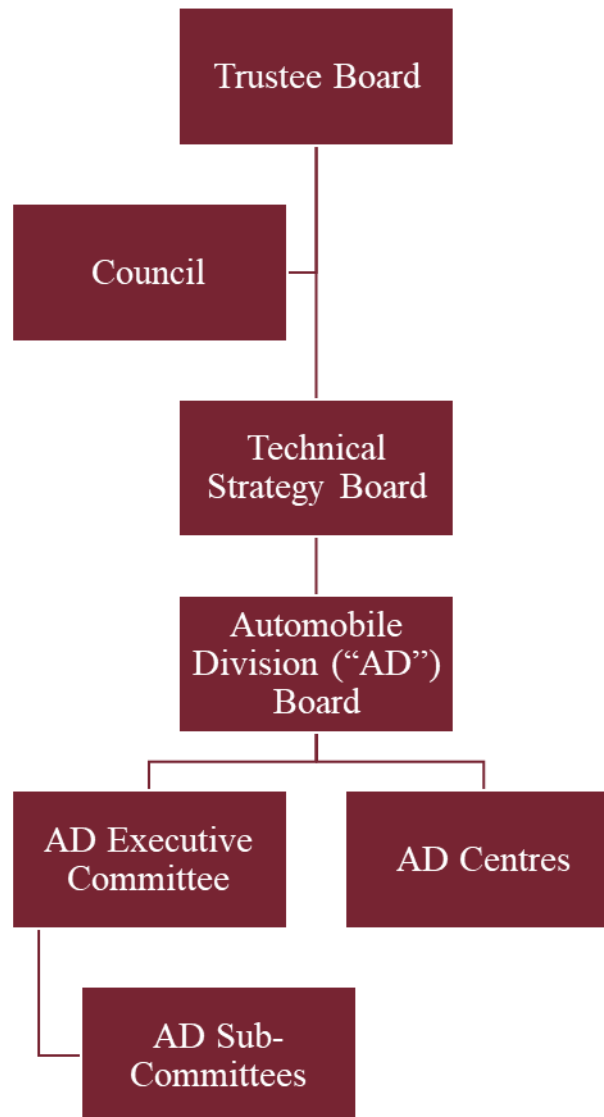
7.4	<p>Automobile Division Certificates - Design, Safety, Research or Environment</p> <ul style="list-style-type: none"> • Each AD Centre can award certificates to an individual(s) for the best published paper or lecture in the field of automotive engineering presented at their Centre event. • Normally only one or two of these awards will be made in any one year, with the nominations decided upon by the Centre's local committee. In this case the one-year period will correspond to the Centre programme of lectures/events (usually August to the following July). • The only role of the AD Board (through the PAC) in the awarding of these certificates is to co-ordinate between Centres, to prevent duplication where the paper or lecture has been nominated by more than one Centre. • Certificates are to correspond to a common template (maintained by the PAC), with the Centre, award winner name(s), paper/lecture title and date shown.
7.5	<p>IMechE's Major Prizes & Awards</p> <p>Nominations can also made to the Trustee Board Awards Committee (TBAC) for the IMechE's Major Prizes and Awards, listed below, again by 31st March each year:</p> <ul style="list-style-type: none"> • James Clayton Prize • Alastair Graham-Bryce Award • Thomas Hawksley Gold Medal and George Stephenson Gold Medal • The Verena Winifred Holmes Award • IMechE Award for Risk Reduction in Mechanical Engineering • James Watt International Gold Medal (Awarded biennially) • Skills and continuing professional development awards <p>Nominations for these Prizes and Awards is normally made directly to TBAC by Individuals, Companies, Organisations or Centres without the need for prior review by the AD PAC.</p>
8	<p>GUIDELINES FOR THE AD CHAIR</p>
8.1	<p>Duties of the AD Chair</p> <p>Events</p> <ul style="list-style-type: none"> • Presenting the Chair's address to HQ and to the UK regional Centres (also on an ad-hoc basis as requested), introducing lectures at HQ. • Representing the AD at other relevant Institutions' Annual events • Ensuring that the Handbook is reviewed annually and proposals for changes presented to the Board for approval at the end of each session.

	<ul style="list-style-type: none"> Co-ordinating to the input of the chosen articles for the monthly automotive newsletter which is sent out to AD members. <p>Meetings</p> <ul style="list-style-type: none"> Chairing the AD Board (at least 3 times per year) Chairing AD Executive (at least 3 times per year) Attending Technical Strategy Board (at least 4 times per year) Attending Council (at least twice per year minimum) Attending other AD meetings on an ad hoc basis <p>Where required a nominated deputy from the AD Board may act on the Chair's behalf.</p> <p>Tasks</p> <p>On behalf of the AD Board:</p> <ul style="list-style-type: none"> Leading and directing the compilation and delivery of the Division's annual business plan, liaising with the senior management of the Institution and all the various staff departments to ensure that appropriate support, commitment and resources are in place for its delivery. Coordination of activity of the Division, within the Division ensuring close liaison between the activities of the Division secretariat, the Board and its sub-committees and the Division's regional Centres. Managing Divisional activity not directly covered by a Board sub-committee (e.g. the procurement and promulgation of reports studies etc). Providing automotive expertise for the Institution in respect of Institution initiatives, consultations etc that are relevant to the rail sector. Representing the Institution and providing expertise in automotive or transport related strategic initiatives of government or lobbying associations. The Institution's automotive sector membership in Technical Strategy Board and the Institution's Technical Strategy initiatives in the AD Board. <p>Where appropriate, AD meetings should align with lectures taking place that evening.</p> <p>For details see Appendix 3.</p>
8.2	<p>Guidance 7or Chairs</p> <p>Succession</p> <p>It is valuable for the Chair to hold regular, informal discussions with her/his successor in order to maintain continuity on on-going items of activity, and also to help acquaint the incoming Chair with issues that may be forthcoming. This should be in addition to the formal Executive</p>

	<p>and Board meetings and is particularly valuable in the 2 to 3 months prior to the official handover.</p> <p>Formal handover to the next Chair can be at the AGM (which is normally held quarter two) but normally will be after the final board of the session (normally early in June). This must be agreed each year between the two Chairs.</p> <p>Protocol for Events & Dinners</p> <p><u>Formal meals</u>: After ordinary meetings it is normal practice to invite the speaker out to dinner with the Chair and other officers (the first question, vote of thanks, procurer of speaker, Division Chair and speaker). The invitees are normally arranged by the Events staff.</p> <p>For <u>Prestige Lectures</u> a dinner is normally held in the Institution with the speaker and invited AD Board Members and other senior guests. It is prudent to make sure speakers are aware of this at the time of arranging their lecture.</p> <p>Appendix 3 explains the scheduling of events and the route to organising them.</p>
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9. APPENDICES

Appendix 1 – Organisation Chart



	Appendix 2 – Remit and composition of sub-committees
	<p>Events Committee Constitution and Terms of Reference</p> <p>Purpose of the Events Programme Committee</p> <ul style="list-style-type: none"> • To contribute to the delivery of the 'Learned Society' objectives through a technical programme of lectures and debates • To make recommendations for the Institution and Division Prizes and Awards assisted by the Prizes and Awards committee <p>Reports to</p> <ul style="list-style-type: none"> • The AD Board <p>Composition</p> <ul style="list-style-type: none"> • 5-10 AD Members (or co-optees) from a variety of companies representing a cross section of the industry. <p>Duties of the Events Committee Chair</p> <p>Meetings</p> <ul style="list-style-type: none"> • Chairing the AD Events Committee (as required to deliver the annual programme of AD activities (lectures, seminars and conferences – 4 times per year or as necessary) • Attending AD Board (3 times per year) • Attending AD Executive (3 times per year) <p>Tasks</p> <p>On behalf of the AD Board:</p> <ul style="list-style-type: none"> • Deliver, with the assistance of the committee members, an annual programme of events, normally 6 or more per year, including the Chair's Address, to be presented by individuals of standing in the industry, related industries and disciplines, or academia. This should include at least 2 seminars or conferences per year. • Manage the continuity of the Events Committee composition such that the committee comprises cross automotive industry representation. <p>Develop the annual programme such that it is aligned with:</p> <ul style="list-style-type: none"> • The Institution's requirements for themed events • Subjects that are current and topical in the AD • The objectives of the Institution and the AD • Subjects that are current, topical and emerging technologies in the AD, and ranging from the specifically academic and technical, to matters general to the development of automotive engineering • Other D&G activities, including, where appropriate, cross Divisions and Groups events <p>Other Duties include:</p> <ul style="list-style-type: none"> • Arrange for suitable Members or other experts to initiate discussion

	<p>sessions and close/provide a vote of thanks at each event.</p> <ul style="list-style-type: none"> • Enable the formation of organising committees for each Conference or Seminar. This includes identification of a suitable Chair and approval of the organising committee membership. • Identify members of the Events Committee to be the lead representative on conference or seminar organising committees, providing feedback on event planning progress at Events Committee meetings. • Review feedback from Conference or Seminar events that have been delivered and incorporate in the development of planned events • Work with Members and Institution staff to ensure that events are correctly and adequately promoted and publicised, to Members, and to non-members working in other railway industry disciplines. <p>Guidance</p> <p>The Chair and members of seminar or conference organising committees may include non-members who are co-opted by the committee. Such people would be members of academic bodies or other institutions or people who by their own credibility have demonstrated their ability to further the interests of the Institution.</p> <p>Where appropriate, lectures should align with other AD meetings taking place that day. For details see Appendix 3.</p>
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	Prizes & Awards Committee – Constitution & Terms of Reference
	<p>Purpose:</p> <ul style="list-style-type: none"> • To define and manage the process for awarding the Automobile Division Prizes, Awards and Scholarships. • To receive, review and recommend the nominations to the AD Board. • To coordinate with the Trustee Board Awards Committee (TBAC) and the Scholarships Committee in the awarding of AD Prizes, Awards and Scholarships. <p>Reports to:</p> <ul style="list-style-type: none"> • AD Board <p>Meets:</p> <ul style="list-style-type: none"> • At least once per year prior to the Institution’s deadline for the nomination of Prizes and Awards (currently 31st March each year) • As required at other times to consider matters as directed by the AD Board <p>Members</p> <ul style="list-style-type: none"> • Chair, who must be an AD Board member • One other AD Board member • Other AD members or IMechE staff members, as required to conduct the business of the Committee. <p>Conflicts of Interest:</p> <ul style="list-style-type: none"> • All members will be required to declare any conflicts of interest before any committee discussions on prizes, awards or scholarships. • Where a conflict of interest exists, that member shall be excluded from reviewing nominations or any other discussions concerning the prize, award or scholarship for which the conflict of interest has been declared.

Appendix 3 – Events Scheduling (HQ Lectures, Seminars & Conferences) – Working with Events Department

Date to be completed	Action	Responsible
February (meeting held)	Review events of previous year Finalise anything outstanding for current event schedule	Lead event contact(s) Seminars and Conferences Committee and Lectures Committee
April-May	Review events held so far in the year (as relevant) Consider ideas for events in following year	Lead event contact(s) Seminars and Conferences Committee and Lectures Committee
June	Review events held so far in the year Consider ideas for events in following year	Lead event contact(s) Seminars and Conferences Committee and Lectures Committee
September (meeting held)	Confirm number of events planning to be held in following year for reporting to TSB Prepare draft concept proposal forms (CPFs) for each event	Seminars and Conferences Committee and Lectures Committee
September – in time for TSB	Prepare and submit concept proposal forms before TSB, (for review) and then for sending to Events Department for verification	Seminars and Conferences Committee and Lectures Committee GE Staff and Event Staff
October-December	Event marketing / organising for following year commences	Event staff and lead event contact

SUBMISSION DATES FOR CONCEPT PROPOSALS FOR EVENTS

Submission deadlines for seminars/workshops/revenue generating events:

For events running in Q1 By end of May	For lectures in Q1 By end of July
For events running in Q2 By end of July	For lectures in Q2 By end of October
For events running in Q3 By end of September	For lectures in Q3 By end of January
For events running in Q4 By end of November	For lectures in Q4 By end of April

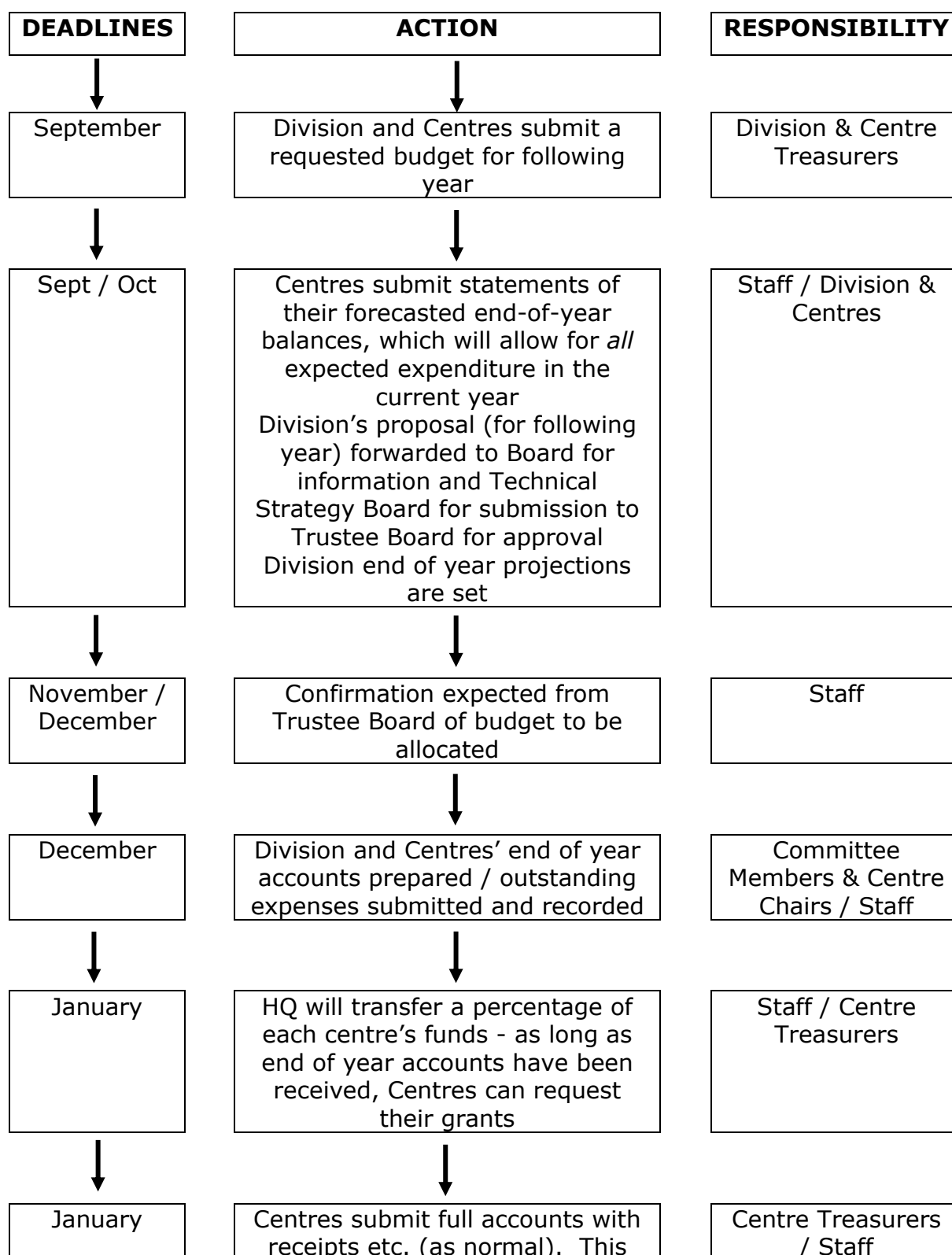
Proposals not submitted in time may not be approved.

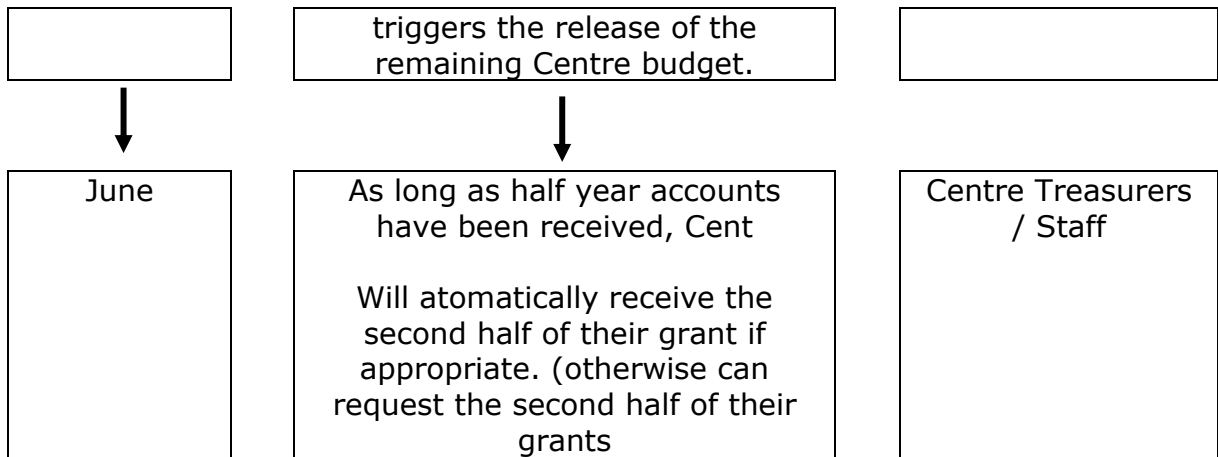
Appendix 4 – 12 Attributes of a Learned Society

	Attribute
1.	A forward-looking Technical Strategy, more international in outlook
2.	A full-spectrum matrix covering all major sectors and technologies in mechanical engineering.
3.	Comprehensive technical information services.
4.	Links to Governments on key issues.
5.	Member engagement through an event and digital programme of engineering content that also excites non-members.
6.	A business plan and be business-like.
7.	A public agenda of themes and campaigns.
8.	A proactive and reactive voice on current affairs.
9.	Links with partners to increase impact.
10	Links to industry and employers to ensure the business relevance of the programme.
11	An Institution-wide system to recognise personal achievement and raise the profile.
12	Promote professional development of members.

Appendix 5 – Division and Centres’ Financial Planning and Reporting

The following chart outlines the key activities and deadlines in the budget setting process. The same deadlines are applied to both the Division and the Centres.





Appendix 6 – Prizes and Awards Process

**The following chart outlines the key activities and deadlines in the Prizes and Awards process. The same deadlines are applied to both the Divisions and Groups and the major Institution prizes.
TBAC = Trustee Board Awards Committee**

DEADLINES	ACTION	RESPONSIBILITY
September	AD Board confirms Chair and membership of Prizes and Awards Committee (PAC) for upcoming year. Board nominee for Scholarships Committee identified and SC Chair notified.	AD Board
Sep / Oct	PAC reviews process and timeline for upcoming year and identifies any changes to Prizes, Awards or Scholarships to AD Board and Centres (and to TBAC if required)	PAC
Oct	Publicise all AD Prizes, Awards and Scholarships on IMechE website, PE publications, Centres and connected organisations.	Staff/AD Board/Centre Chairs/Members
Nov/Dec	Centres, Organisations and Individuals identify nominations for AD Prizes and Awards. Candidates for Scholarships also identified.	AD Centres, Members & other Organisations

Jan/Feb	Candidates for AD Scholarships reviewed by Scholarships Committee	Scholarships Committee
End March	Nominations submitted in writing to PAC, together with supporting rationale. Details of individuals or teams nominated, description of achievement, impact, etc. <u>Deadline 31st March</u>	Centres, Members or other nominating Organisations
April	PAC meets to review and agree nominations, based on input received	PAC
End April	Nominations submitted to AD Board for approval and then to TBAC for ratification	PAC /Staff
May	TBAC's approval / rejection reported to PAC. PAC advises Board members of outcome.	Staff /PAC
May	AD Centre Chairs notify PAC of intended recipients for Certificates. PAC reviews any duplications and advises Centre Chairs accordingly.	Centre Chairs /PAC
End May	Notify prize winners and arrange suitable prize giving as appropriate, with associated publicity. Target to complete presentations by end June.	AD & PAC Chairs /Staff
End August	Identify any changes to AD Prizes, Awards or Scholarships, proposed by TBAC to PAC Chair	Staff

September	PAC Chair provides 'end of year' report to AD Board, including lessons learned and recommendations for any changes.	PAC Chair
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Note: Scholarships Committee process not fully shown. To be added in respect of AD actions required