

12 March 2014

IMechE Central Canada Branch – Program Chair / Vice Chair

IMechE CCB is looking for a volunteer to serve as Program Chair and Vice Chair for the 2014-16 term. The incumbent will take the lead in arranging the Branch's meetings and technical visits, soliciting speakers, attracting and organizing volunteers from the Branch's committee and membership, coordinating with other organizations, and negotiating with venues and other service providers.

A committee role with IMechE CCB provides a satisfying opportunity to work with like-minded engineers, to connect with an extensive network of talented international professionals, and to develop skills and experience in yourself and others.

The Program Chair also serves as the Branch's Vice Chair, and typically occupies the role for two years before progressing to Branch Chair for a further two years.

Responsibilities

- Take the lead in planning and arranging technical events
- Identify and solicit potential speakers
- Coordinate with other institutions over joint events
- Arrange venues and other services
- Occasional deputization for Branch Chair

Skills, experience, qualifications

- FIMechE or MIMechE
- Reasonable technical, academic or professional experience
- Excellent organizational abilities
- Communication and motivational skills

For more information or to apply, please contact Phil Apperly at hon-secretary@imeche-ccb.org