**Role Description: Membership Admission Committee (MAC) Assessor Pool Member**

**About the Membership Admissions Committee:**

The Membership Admissions Committee (MAC) is a Standing Committee of CIEEM’s Governing Board. The role of MAC is:

* To provide guidance on the membership classes, eligibility criteria and the assessment of eligibility.
* To keep the Membership Regulations and Assessment Procedures under review to ensure that they are fit for purpose.
* To review applications for membership in accordance with the Membership Regulations.
* To monitor membership trends and advise on appropriate actions to increase retention and growth.
* To oversee the process of assessment of Chartered Environmentalist candidates in line with the published competency criteria.
* To oversee the creation and maintenance of any Register of chartered individuals held by the Chartered Institute including guidance on eligibility criteria and assessment procedures.
* To oversee the recruitment of Fellows.
* To contribute to the strategic planning of the Chartered Institute.

**About the Membership Admissions Committee Assessor Pool:**

The role of the MAC Assessor Pool is to provide additional support to the committee in the assessment of applications for membership in accordance with the Membership Regulations. The MAC Assessor Pool is made up of current Full members or Fellows.

There is an expectation that assessors will assess a minimum of six applications per month. However, depending on the time of year and the number of applications received, this figure may fluctuate. A typical application takes approximately 30 minutes to review although some may take longer. It is important therefore for assessors to maintain regular contact with the Secretariat and provide notice where possible should they be unavailable to carry out assessments due to capacity, holiday, ill health etc.

When a Member of the Assessor Pool wishes to stand down we would ask that they provide reasonable notice to the Secretariat staff so that additional volunteers may be recruited in order to not adversely impact the timescales for assessment of applications.

Members of the Assessor Pool will be provided with guidance and training on the assessment process as well as on other relevant issues, such as providing good quality feedback and data protection. The outcomes of assessments carried out by members of the Assessor Pool will be monitored along with those of MAC members to ensure CIEEM continues to deliver a fair and robust assessment process.

Regular feedback will be provided to members of the Assessor Pool regarding key decisions taken by the MAC that directly affect the assessment process. Members of the Assessor Pool are strongly encouraged to provide feedback on the assessment process that can be further considered by the MAC at any time. Occasionally the opinions of members of the Assessor Pool may be sought to inform discussion around changes to the assessment process prior to decisions being made by the MAC.

**Data Protection**: By joining the Membership Admissions Committee Assessor Pool I agree to abide by the requirements of the CIEEM Governance Regulations, the role description outlined above, and CIEEM’s Data Protection and Privacy Policies and requirements of GDPR (General Data Protection Regulations).

Signed……………………………………………………. Print……………………………………………………….

Date……………………………….