

Member Network Secretary



Comprising 11 Geographic Sections and 7 Special Interest Groups, Member Networks are run by members, for members and play an active role in enriching our member community.

As Secretary, you'll play a key role in supporting the committee in organising engaging events like workshops and field trips, inspiring students and early career members, and sharing relevant news and updates through In Practice articles and blogs. Member Networks provide opportunities for members to share knowledge, meet like-minded people and learn more about the science and practice of our profession: they continue to be a highly valued member benefit.

What you will be doing

- Taking an active part in your Member Network committee by attending most committee meetings
- Helping your committee organise great events in your country or region to bring members together, and promote sharing of best practice within the sector
- Writing articles and updates about your activities for publication in our quarterly journal *In Practice*, and on our website
- Promoting the professions of ecology and environmental management by attending careers fairs and events to talk to students about careers in our sector
- Representing the views of our membership by contributing to relevant policy consultations and highlighting opportunities/concerns to CIEEM
- Keeping a record of committee discussions by taking minutes in committee meetings, and sharing these with committee members and the secretariat
- Capturing ideas and feedback at the Annual Members Meeting by taking notes of discussions, and sharing these with committee members and the secretariat
- Supporting the Convenor and Volunteer Engagement Officer in compiling and submitting an Annual Report to the Governing Board, highlighting committee successes, challenges and future plans

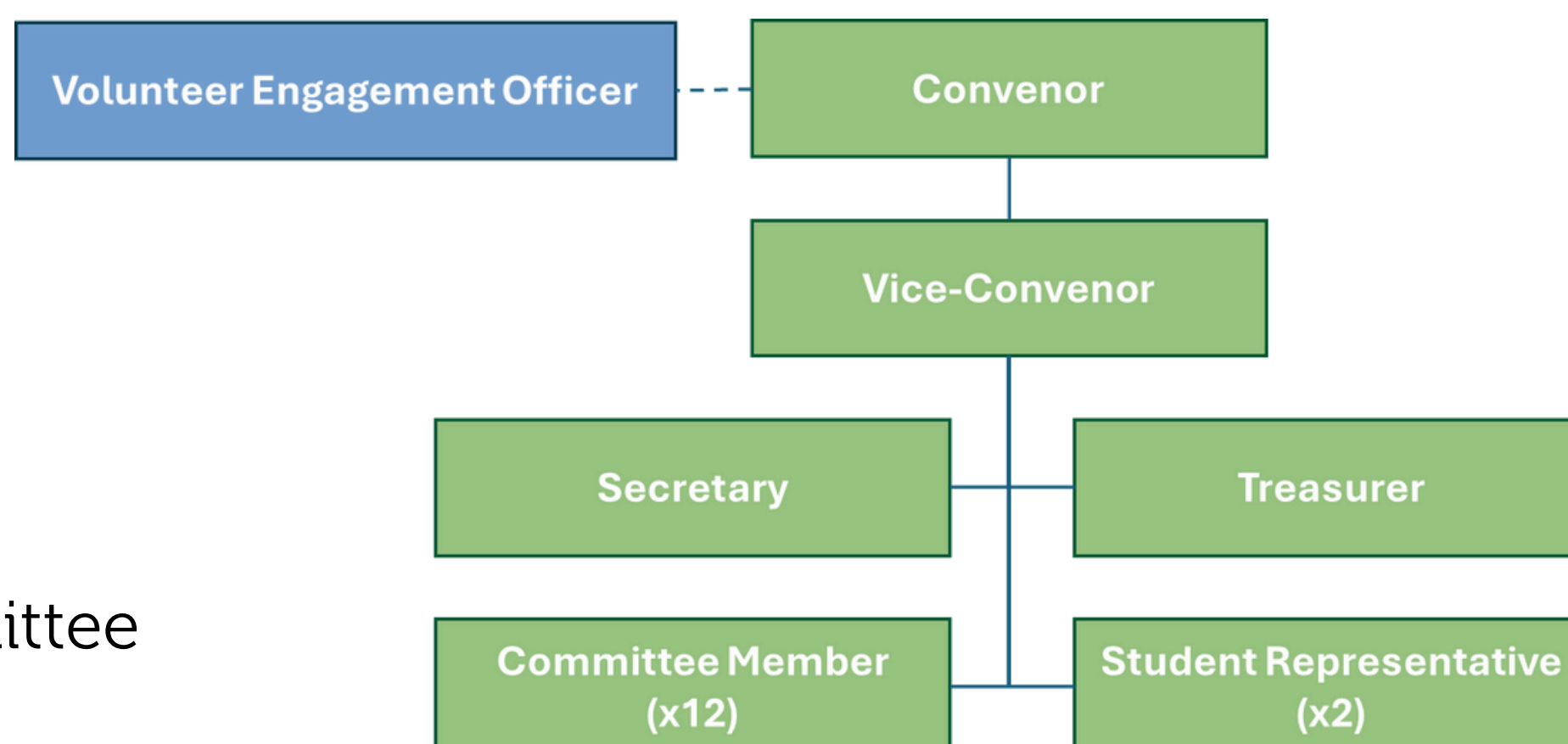
What's in it for you?

- ✓ Develop new skills and experience to stand out from the crowd when progressing in your career, and contribute to your CPD
- ✓ Grow your professional network and build connections with professionals from all levels in the sector
- ✓ Make a difference for fellow CIEEM Members by providing opportunities to connect and learn from each other
- ✓ Attend talks and site visits organised by your committee to learn about good practice in the sector
- ✓ Learn more about how your professional body supports professional Ecologists and Environmental Managers

Member Network Secretary



CIEEM Member
Network committee
structure



How we will support you

- Plenty of support will be available from the Volunteer Engagement Officer, your Member Network Convenor, other Committee Members, and Country Coordinators (if based in Ireland, Scotland or Wales)
- Upon starting in your role you will be invited to a online Induction to learn more about your role and how to access support and resources
- Access to online committee tools and resources
- Join us from anywhere: Most meetings are held online and for any in-person meetings we will reimburse reasonable travel expenses so you're never out of pocket

How to get involved

- Regional Member Network committees are formally elected by CIEEM Members living and working within the region they represent as part of the annual CIEEM Elections in Autumn
- Special Interest Group Member Network committees are elected by existing members of the committee
- New committee members can be co-opted to join the committee at any point outside of the formal Elections season by agreement of the group
- Committee Members must be current Members of CIEEM (at any grade of membership)
- To be eligible you simply need to be living or working in the relevant geographic section or topic area for your committee
- Secretaries can serve for an unlimited term, but must put themselves forward for re-election every 3 years

Useful links

- Email: MemberNetworks@CIEEM.net
- Member Network info: www.cieem.net/member-networks
- Governance Regulations: <https://cieem.net/resource/governance-regulations/>