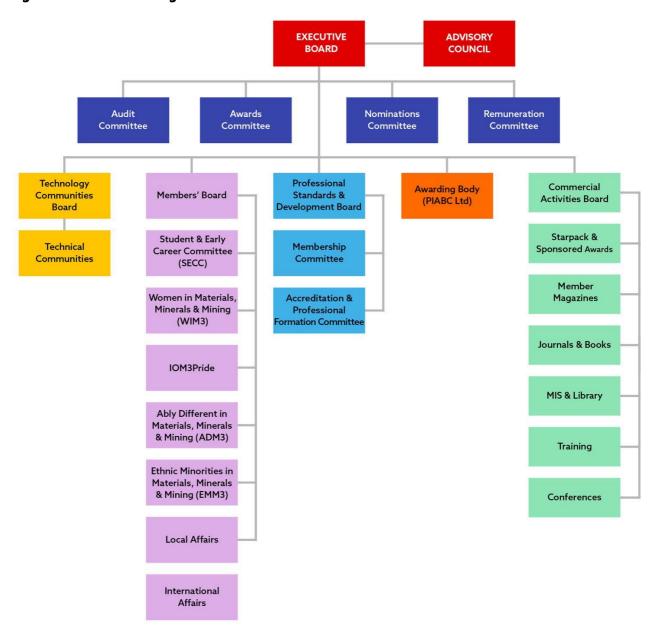**Technology Communities Board: recruitment of board members**

The Technology Communities Board (TCB) is part of the Governance structure of IOM3, with responsibility for overseeing the operation and structure of the 22 Technical Communities (TCs).

Diagram 1: How IOM3 is governed.

Following the launch of the new TC structure in 2022, with defined Terms of Reference and with it clear, focussed objectives, as to what each of the 22 TCs is expected to do, the TCB is

undergoing a revamp. This revamp is being undertaken to provide a fresh, modern approach to the governance of the TCs, with the aim being to allow a clear reporting line to the Executive Board in terms of how the TCs are operating against their objectives which link to the strategic aims of IOM3. A copy of the Terms of Reference for a TC are included as Appendix 2.

What is the new TCB structure and why change it?

April 2022 saw the launch of the new TC structure, and with it the development of the overarching themes which act as the pillars for all technical activities across IOM3. These 9 themes, shown below in Table 1, aim to draw activity together, into areas of common interest and foster collaboration across the TCs and other member networks. IOM3 is seeking to recruit 6-8 new members to the TCB who will be responsible for all aspects of the running of the 22 TC groups, ensuring compliance with IOM3 policies, objectives and any other matters raised by, or in need of reporting to the Executive Board.

Table 1: the overarching technical themes representing the spectrum of disciplines covered by IOM3

DIGITAL	ENERGY	HEALTH
INFRASTRUCTURE	MATERIALS & MANUFACTURING	MINING & EXTRACTIVES
SKILLS	SUSTAINABILITY	TRANSPORT

So what is IOM3 looking for?

We are currently looking for 6-8 members to sit on the board of the new TCB. So what does this entail?

Board Membership

The TCB Board will have up to eight further members appointed by the Executive Board on a recommendation from the Nominations Committee in consultation with the Chair. Members of TCB, other than the Chair and Vice-Chair, will not normally also be members of any other IOM3 Main Board. Collectively, the members of the Board (including the Chair and Vice-Chair) will seek to represent the diversity of IOM3 in all senses. It is envisaged that one of these places may be taken up by a Strategic Advisor, on a rolling basis to get a mix of inputs.

Members of the Board must be members of the Institute, in good standing (at any grade).

The terms of office will be four years, normally with a maximum of two consecutive terms.

The role of TCB board members

- To support the Chair and Vice-Chair in the delivery of the TCB remit.
- To provide effective communication and networking with all TC Leadership Teams and any subgroup committees, to ensure clear understanding of, and monitor progress towards TC objectives, per the current Terms of Reference for TCs, as detailed in Appendix 1
- To encourage cross-functional working between all TCs for the development of interdisciplinary events, content and networking/professional development as outlined in the current TC Terms of Reference
- To work closely with the Strategic Advisors in the delivery of TC activity and monitor these against set objectives.
- Develop metrics to measure TC activity and facilitate reporting back to Executive Board and IOM3 Team members

The Terms of Reference for the TCB can be found in Appendix 1.

Do you have what it takes?

IOM3 is looking for a diverse mix of people/skills to represent the technical disciplines and range of communities our members operate in.

What are we looking for?

- An industrial or academic technical background in one or more of the disciplines covered by IOM3
- Experience of working with our Technical Communities, maybe as part of their Leadership Team
- Good interpersonal and communication skills, and able to build relationships at all levels
- A creative thinker able to think outside of the box
- A team player with the credibility to be listened to
- Possess a strong desire to provide service and benefits to members

Maybe you have a desire to maybe give something back, as well as learn from or inspire others?

Not UK based? No problem as these roles are largely delivered virtually (meetings are held by Zoom for example at times to suit where possible)

Not sure if you qualify?

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At IOM3 we are building a diverse, inclusive and authentic Institute, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the role description, we encourage you to apply anyway. You may just be the right candidate for this or other roles

Any queries please email david.arthur@iom3.org please do not assume you are not what we are looking, you might just be!

What's in it for me?

- Satisfaction that you are helping steer the strategic direction of IOM3
- Networking opportunities with members from a range of backgrounds and expertise
- Gain knowledge of disciplines other than your own
- Looks good on your CV/resume
- Shows your employer a desire to better yourself as a professional
- Time spent in the role counts towards yours CPD

What do you do next?

Send an email to Anita, anita.horton@iom3.org with a current CV, and a brief statement of no more than 400 words as to why you want to join the TCB and what you can offer.

Closing date:

28th February 2023 at 11.59 pm

Appendix 1: Terms of Reference for the Technology Communities Board (TCB)

This Board is established by Bye-Law 19 (d).

The purpose of the Institute is to deliver the obligations of its Royal Charter and Bye-Laws.

The Institute must deliver a service to the materials, minerals and mining communities and related parties in an effective and efficient way and retain the ability to continue to deliver to those communities into the foreseeable future. This is the objective of all elements of the governance and of all participating individuals.

Members of the Board shall give the whole of their time as members of the Board considering the matters for which the Board is established and will declare any conflicts of interest they may have on offer of appointment and at any time when the business of the Board raises the possibility of conflict.

All declarations of conflict of interest must be recorded in the minutes.

All members are expected to use their best efforts to promote the Institute and to promote membership.

Members of the Board are reminded that at all times they are subject to the Institute's Code of Professional Conduct.

There shall be a secretary provided by the Institute.

Purposes of the board

These will be grouped into:

- The application or upholding of standards.
- The delivery of services.

Ancillary Purposes

When the business of a Board identifies any matters, not within its remit, that might usefully be considered by another Board or Committee that may assist the Institute in the upholding of standards or the delivery of services it shall be the obligation of the secretary to make any and all relevant Boards and or Committees aware.

The Technology Communities Board reports to the IOM3 Executive Board.

Remit of the board

- To oversee the organisation of IOM3 Technical Communities (TCs) and their leadership teams (TCLTs) so as to fulfil the technical needs of Institute members and the broader community and recommend to the Executive Board the structures and resources required to support this activity. This includes:
  - Ensuring that TCs are operating within their terms of reference and delivering on their objectives in line with the overall IOM3 Corporate Strategy;
  - Catalysing constructive interaction between TCs, other Institute communities and industrial/academic establishments to deliver the charitable objects of IOM3 and to serve the needs of members and the interests of the profession, with a particular focus on promoting multi-disciplinary activity and cross-functional working;
  - Helping to help develop industrial, academic and governmental links to the Institute at senior level thereby growing influence, visibility and recruitment.
  - Overseeing the process (including Executive Board agreement) of amalgamation and creation of TCs as the needs of IOM3 members and of society develop; and
  - Developing and promoting best practices within and across TCLTs.
- To ensure the activities of the Technical Communities are closely linked to the current overarching Technical Themes, as set out in Table 1.
- To participate in the appointment and activities of the Strategic Advisors (SAs), ensuring representation and engagement across all the overarching Technical Themes.
- Utilising the Strategic Advisor network to promote multi-disciplinary activity and cross-functional working while generating valuable content for IOM3 members and external stakeholders.
- With its constituent Committee(s), TCLTs and with the Institute as a whole, to use its best efforts to promote the visibility of the TCs to IOM3 members
- To encourage the recruitment and retention of members of the Institute.
- To provide a forum for debate on professional issues arising from its constituent groups.

DIGITAL	ENERGY	HEALTH

INFRASTRUCTURE	MANUFACTURING	MINING
SKILLS	SUSTAINABILITY	TRANSPORT

Table 1: Overarching technical themes

Board Membership

The Board will be chaired by a senior member of the Institute whose industrial and/or technical knowledge is significant and who has proved themselves to have consistently pursued the objects of the Institute through service to it. The appointment of the Chair will be by the Executive Board through the process overseen by the Nominations Committee. Nominations for Chair will normally come from advertising across the Institute.

There shall be a Vice-Chair, appointed by the Chair.

In addition, the Board will have up to eight further members appointed by the Executive Board on a recommendation from the Nominations Committee in consultation with the Chair. Members of TCB, other than the Chair and Vice-Chair, will not normally also be members of any other IOM3 Main Board[1]. Collectively, the members of the Board (including the Chair and Vice-Chair) will seek to represent the diversity of IOM3 in all senses.

Members of the Board must be members of the Institute (at any grade). Strategic Advisors will be eligible to join the Technology Communities Board, although Board membership will normally not exceed two currently serving SAs.

The quorum for any meeting shall be a majority of the voting Board members currently in post.

The terms of office of Chair/Vice-Chair and members will be four years, normally with a maximum of two consecutive terms.

Role of the chair

- To uphold the standards and practices of the Institute.
- To manage and organise the Board in such a way as to deliver its remit.
- To chair physical and virtual meetings and business.
- To provide interim reports to and to receive direction from the Executive Board.
- To communicate within and outside the Board/committee as necessary to deliver its remit.
- To allocate tasks to members of the Board/committee in order to progress its work.

Role of the vice chair

- To assist the Chair as directed by the Chair.
- To act in the place of the Chair as necessary in the case of absence, etc.

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[1] Currently, Executive Board, Commercial Activities Board, Members' Board, Professional Standards & Development Board and Technology Communities Board.

Role of board members

- To support the Chair and Vice-Chair in the delivery of the TCB remit.
- To provide effective communication and networking with all TCLTs and subgroup committee to ensure clear understanding of, and monitor progress towards TC objectives, per the current Terms of Reference for TCs, as detailed in Appendix 1.
- To encourage cross-functional working between all TCs for the development of interdisciplinary events, content and networking/professional development as outlined in the current TC Terms of Reference.

The role of the secretary

- To record the business of the Board
- To provide communication with and between members.
- To retain the records of proceedings and communicate these to the parent body.
- To organise meetings and liaise with the House Team at IOM3

The role of other IOM3 Staff

- To provide a conduit across the Institute and draw in other Staff Teams as Board needs dictate
- To act as the point of contact for all queries related to Board activity

Frequency of meetings

The Board shall transact as much of its business as possible virtually but may meet physically once per year, in keeping with current IOM3 policy regarding meetings. Meetings will be held as business necessitates, typically quarterly with an option to host informal virtual meetings in between. The Board will also facilitate an annual Technical Communities Forum (in person with hybrid capability), which will allow for the sharing of best practice and networking within the existing TC structure.

Appendix 2: Technical Community Terms of Reference

What are the Technical Communities?

The Technical Communities (TCs) are groups for members which cover the range of technical disciplines across IOM3. Each group is led by a team of volunteers – Technical Community leadership teams (TCLTs). Members can select a primary preference group and multiple secondary choices by logging onto the IOM3 website and visiting MyIOM3 at www.iom3.org/myiom3.html.

This network of TCs is an important element of IOM3 as a membership based professional body:

1. It provides members with a way to express their technical interests and be part of a dedicated network of people with similar interests, from all stages of their careers.

2. It provides members with the opportunity both to learn from other professionals and also to give something back to others and the broader community.

3. Selecting a primary and any secondary TCs enables focussed, relevant technical content and event suggestions to be delivered by email and on the IOM3 website.

4. Each TC has a Leadership Team of members who have a good understanding of what a member wants from their professional body in terms of technical content, professional development, networking opportunities and links to other external bodies/networks within their technical specialism.

5. Much of the technical content produced and delivered by IOM3 is sourced from members within the TC network, who have their fingers on the pulse of what is happening in the world at large.

6. Many of the events IOM3 stages/hosts are delivered from ideas and contributions from within the TC networks.

7. IOM3 uses the TC network to bring together the technical expertise of its members when it is seeking to contribute to policy and public discussions of relevance to professionals in materials, minerals, and mining.

Technical Community Leadership Team

Objectives

The objectives closely tie in with the overall broader strategic objectives of IOM3 which can be viewed online at https://www.iom3.org/about-us/governance/annual-report-corporate-documents.html. It is expected that the TCs align with and have these objectives at the very core of their activities. A key aim is to facilitate and encourage collaboration within the TC network.

Each Technical Community will be led by a Leadership Team* in accordance with current IOM3 governance and guidance. This Leadership Team will report to the Technology Communities Board (TCB) as part of the overall governance structure which can be viewed at https://www.iom3.org/about-us/governance.html

Working with the IOM3 team, Strategic Advisors (a group of experienced members of IOM3, , allocated to work with each TC) and each other, Technical Community Leadership Teams will:

1. Provide high quality, relevant technical content delivered to IOM3 members. This could take a multitude of forms such as, but not limited to, digital content, blogs, articles for Materials World and/or Clay Technology magazines, podcasts, webinars, other conference and event ideas. Any published content must be prior approved by the IOM3 Content and Communication Teams

2. Provide relevant technical networking for members including regular updates to members using IOM3 communication channels

3. Promote the retention and growth of IOM3 membership to all relevant communities for example, through mentoring, support and outreach activities

4. Support the professional development of members including awards nomination and judging, development of training resources, accreditation and assessor work

5. Increase the external influence of IOM3 through involvement in policy consultations/debates, media enquiries and helping to identify forthcoming areas where IOM3 could or should get involved.

Each Leadership Team will:

- Be led by a Chair appointed by the IOM3 Executive Board. The Chair can nominate a temporary deputy as and when needed

- Comprise of up to 15 members with agreed/defined roles, who have the knowledge, skills and commitment to contribute actively to IOM3 objectives and related activities relevant to that TC

- Each member of the Leadership Team will have been proposed and seconded by the Chair and/or one or more members of the Leadership Team. The proposed member will need to supply a supporting statement of typically 400 words outlining why they should be a Team member against the objectives for the TC Leadership Team. The appointment will be approved by the Chair and the IOM3 TC Team Lead for that group. In the early stages of group recruitment, the process will be the Leadership Team Chair for that group nominates a member for approval by the Chair (or vice Chair in the absence of the Chair) of the TCB and the IOM3 TC Team Lead.

- Demonstrate diversity both in terms of experience and background, and of protected characteristics such as age, gender, and ethnicity in line with current IOM3 policies, mindful wherever possible of best practices

- Represent IOM3 members and steer activity. Its members will therefore themselves be members of IOM3

- The Chair reserves the right to review, and revoke, if necessary membership of the Leadership Team if an individual member misses 3 consecutive meetings without mitigating circumstances or a lack of contact with the chair and/or TC IOM3 Team Lead

Note : * the terms Board/Committee may have been previously used to describe the leadership of a Technical Community this is now superseded by Leadership Team from April 2022.

Technical Champions

The Chair from certain groups which existed prior to April 2022, and merged into new groups as part of the new structure, will be invited to join the relevant new group as the Technical Champion for that discipline. A Leadership Team may choose to appoint additional Technical Champions as part of its membership. These individuals will provide the Leadership Team and the wider IOM3 with expertise in a particular sub-set of the technical specialism of the community, in line with the overall objectives for the Technical Community. As with other Leadership Team roles, the Technical Champions need to be current members of IOM3.

Subcommittees

Leadership Teams may form two kinds of subcommittee:

- **Standing subcommittees**: to consider sub-sets of the technical interests of the main Technical Community. Normally, the relevant Technical Champion will be the Lead of such a sub-committee, and all members will be expected to be members of IOM3. No meeting costs will be covered by IOM3

- **Task and finish groups**: set up to deliver a specific task (e.g. an event, a publication, podcast or other form of content). These groups must be chaired by a member of IOM3, but may involve non-members with suitable expertise. Meeting costs may be included, on a case by case basis in the budget agreed for the activity and prior approval should be discussed and sought with the IOM3 Team lead for TCs .

Decisions of subcommittees will need to be confirmed and ratified by the parent Leadership Team as appropriate.

Terms of office

Terms of office for each member of the Leadership Team will be four years, renewable for a further four years, after which period they will be expected to stand down unless special dispensation is obtained from the IOM3 Nominations Committee or they become the Chair (time spent as a member of a Leadership Team **does not** count towards time as the Chair). Leadership Team member terms of office, where practicable, should be staggered to ensure continuity of operation.

The Chair can seek reconfirmation from the IOM3 Executive Board for a second four-year term or trigger the process to identify and recruit a new Chair, ideally six months before they intend to stand down.

TC IOM3 Team Lead

Each TC will be assigned an IOM3 Team Lead, usually from the Specialist Support Team, which is currently David Arthur or Rachel Stonehouse. The role of the IOM3 Team Lead is to facilitate TC activity and provide a bridge between the TCs and all functions of IOM3, and to identify opportunities for the TCs to work together and with any other member networks.

It is expected that the relevant IOM3 Team Lead for that TC is invited to each meeting be that Leadership Team or any subcommittee.

Frequency of meetings

Frequency of meetings will be governed by the needs of delivering activity against the objectives as outlined, and any relevant IOM3 policy in force at that time. For 2022, all parent Leadership Teams may have one physical meeting in a calendar year and as many virtual meetings as appropriate. Subcommittees will be expected to meet virtually unless they are working on an event (or other revenue generating activity) whereby any costs can be offset against the relevant budget, having sought approval through the TC IOM3 Team Lead and onwards to the budget holder. Travel expenses will only be paid against approved physical meetings (prior approval must be sought for the meeting from relevant TC IOM3 Team Lead) in keeping with current IOM3 policies for travel expenses. From 2022 any travel and accommodation is booked centrally through the House Team at IOM3 London (email reception@iom3.org).

Quorum

Any Leadership Team or standing subcommittee meeting will need to be quorate such that there are at least half of the members present be that in person, or via virtual means. The quorate requirement does not cover Task and Finish Groups.

Notes:

1. These Terms of Reference replace any previously issued from the date of issue. Please check you are using the most up to date issue, if unsure please ask David Arthur (david.arthur@iom3.org).