

## ICE North East Graduates & Students

### Who we are...

The ICE North East G&S committee represents over 900 Graduate and Student members of the Institution of Civil Engineers (ICE) living within the region.

We are looking for members who would like to represent graduates and students by joining the committee. Committee meetings are held monthly in Newcastle and will contribute to the regional G&S objectives.

### What we do...

The Graduates and Students (G&S) Committee organises regular events, seminars, competitions and socials, helping members develop their careers, providing support and allowing like-minded people to meet and network.

There are also many events and initiatives which G&S run to involve schools and the community at large. Each year a number of formal and informal networking and sporting events are organised to assist our members in meeting each other.

The G&S is also responsible for representing the views of our membership on the ICE Council via the Institution's Graduates & Students Network (GSNet).

### Our structure...

G&S is managed by a committee of core members who are elected annually. The committee meets once a month. Key members of the G&S also sit on the ICE North East Regional Committee and Regional Executive Board.

### Get involved...

There are lots of ways for graduate or student member to join our committee; it's only by becoming an active member that you'll realise the benefits of being a member of the institution. If you would like to get involved and find out more, come to one of the meetings - all graduate and student members are welcome. It's a great way to meet other volunteer engineers and network.



For the latest news and events  
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Registered charity number 210252  
Charity registered in Scotland number SC038629

## ICE North East Graduates & Students

### Committee Roles and Structure 2015

#### Chair

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***G&S Committee meetings (Monthly)***

***ICE North East Committee Meetings (Quarterly)***

***ICE North East Executive Committee Meetings (Monthly)***

#### **The Chair shall:**

- Be the figure-head and main contact point of the committee and should represent the committee within the region, institution and to other groups.
- Chair all G&S meetings, ensuring that information is effectively disseminated.
- Ensure that any planned events are being organised as required and that the quality of events is being maintained.
- Report to the regional committees on G&S activities.
- Report to the G&S committee on main NE committee issues.
- Ensure the ICE NE constitution is followed.
- Hold the deciding vote in any situation where the committee is unable to reach a decision democratically.
- Assist the Vice-Chair in agreeing a programme of events and budget request for the following session with input from the whole committee.

#### Vice Chair

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***G&S committee meetings (Monthly)***

***ICE North East committee Meetings (Quarterly)***

#### **The Vice Chair shall:**

- Support the Chair in their duties and act as Chair in any situation where the Chair is unable to be present.
- Agree a programme of events for the following session with input from the whole committee.
- Agree financial budgets and arrangements with the committee and prepare a budget request proposal for the following session in collaboration with the G&S Treasurer as required.



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## Hon. Secretary

***G&S committee meetings (Monthly)***

***ICE North East committee meetings (Quarterly\*)***

**The Hon. Secretary shall:**

- Support the Chair and Vice Chair in their duties.
- Act as a central point of contact for the G&S committee, ensuring all information is disseminated effectively.
- Arrange monthly committee meetings in a schedule agreed by the committee and arrange for catering for these meetings as required.
- Be responsible for the completion of minutes.
- Be responsible for compiling and –supported by the ICE Regional Administrator– disseminate letter invitations, 'thank you' letters, certificates and awards on behalf of the committee.

## Treasurer

***G&S committee meetings (Monthly)***

***ICE North East committee meetings (Quarterly\*)***

- The Treasurer will be in control of the committee finances, keeping track of all spending, all incoming cheques, member expenses, and general cash flow.
- The Treasurer will report the financial situation to the committee every month, and state the position on the budget.
- A financial report will be required at the end of the year on handover.
- The Treasurer shall agree financial budgets with the committee and prepare a budget request proposal for the following session in collaboration with the Chair and/or Vice-Chair as required.
- The Treasurer shall be in a position to advise on best practice and/or ineffective money use in activities of the committee for future improvement purposes.

## Branch Reps (Teesside & Northumbria)

***G&S committee meetings (Monthly)***

***Branch meetings (as required)***

***ICE North East committee meetings (Quarterly\*)***

- Branch representatives shall act as a point of contact between both committees and shall keep both committees informed of the others' activities, identifying areas for collaboration and where ideas or events may be in conflict.
- Provide short reports to the G&S committee following branch meetings.



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## Sports & Social Reps

### ***G&S Committee meetings (Monthly)***

- The Sports and Social Rep(s) may be more than one person, depending on the demand for events in the committee from time to time. They shall report to the G&S committee on their activities.
- The Sports & Social representative(s) shall take the lead in the organisation of any social or sporting events in the region, with support from all committee members and shall identify the potential for new events, which promote social interaction between G&S members in the region and improve their networking and personal development opportunities.
- The rep(s) will be responsible for the organisation of annual regional 5-a-side football competition.
- A separate ***Competitions Rep*** may be nominated as part of the Sport & Social Reps team, who shall be responsible for assisting the Schools & Colleges Liaison Member with the Creative Construction Competition; for organising the G&S papers competitions in collaboration with the GSNet Rep, the 5-a-side competition or any other competitions that the committee decides to go ahead with.

## Communications Rep

### ***G&S committee meetings (Monthly)***

- As well as the list of responsibilities detailed above, the Communications Rep coordinates articles on Graduates & Students activities for inclusion within the regional newsletters, and also leads on creating Graduates and Students flyers to hand out to students to introduce them to ICE in the North East.

## GSNet Rep

### ***G&S committee meetings (Monthly)***

#### ***GSNet meetings (3 times per year)***

- The GSNet Rep will attend national meetings held at ICE central office at One Great George Street in London and they will be a point of contact with the GSNet throughout the year.
- They will compile regional G&S reports for the GSNet meetings as and when required and will pass information between GSNet and G&S North East.
- Also responsible for communicating information on behalf of the G&S with regards to the local and national papers competition and assist in its organisation as required.



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## **Schools and Colleges Liaison Member(s)**

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### ***G&S committee meetings (Monthly)***

- Nosing around and finding out what events at colleges or the university our help might be required at (this can be email based).
- Letting graduates and students know about any events where their help is required through the ICE NE Comms Exec– e.g. volunteers to give engineering talks at colleges or at summer schools, careers fairs, registering people as ICE ambassadors, giving information on ICE to teachers and lecturers if they need it etc. Contact Alison Mee for a list of contacts to start you off.
- Co-operate -where and when possible- with the ICE Regional Educational Co-ordinator to assist deliver his/her objectives.
- Lead the on the organisation of any Schools Competition event on behalf of the committee.

## **Main Student Rep**

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### ***G&S committee meetings (Monthly)***

### ***ICE North East committee meetings (Quarterly\*)***

- The Main Student Rep will take an organisational role to ensure that student related events are organised and the relevant people/ companies contacted and shall take act as a coordinator for other student members on the committee.
- The Main Student Rep will be the person with overall responsibility for the delivery of the Careers & Beers events and the induction and graduation activities at universities that the Committee is supporting.

## **Student Reps (Durham, Newcastle, Teesside)**

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### ***G&S committee meetings (Monthly)***

- Will be in direct contact with the Main Student Rep and will help organise student related events, with the support of the committee.
- This will include 'Careers and Beers'. Reps will be the first point of contact for other students, and shall introduce ICE and G&S to Freshers, and be in contact with the main ICE contact lecturer within the university.

## **Technician Rep**

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### ***G&S committee meetings (Monthly)***

### ***ICE North East committee meetings (Quarterly\*)***

- The Technician Rep will take an organisational role to ensure that technician related events are organised and the relevant people/ companies are contacted and informed of these events and initiatives.



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## Elected Member

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### **G&S committee meetings (Monthly)**

- These members will participate in voting processes and assist the committee with events and activities in a selective manner.

**NOTE 1:** \*(*attendance optional*, 4 people maximum and 2 minimum to attend the regional committee meeting at any one time).

**NOTE 2:** Minutes may be taken by any member of the committee or by a nominated person, but it shall be the responsibility of the Hon. Secretary to ensure that they are completed in a reasonable manner and time frame.

**NOTE 3:** All persons involved in G&S should be prepared to write up short reports/ articles on those activities they are part of to be included in the monthly e-newsletters.

**NOTE 4:** All persons involved in organising G&S lectures should be prepared to collect feedback sheets at the end of these events and provide a short bullet-point feedback report to the committee as necessary.

**NOTE 5:** All G&S members may be required to attend the quarterly ICE North East meetings and/or other branch meetings depending on the demand and circumstances of the activities they are involved with.



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