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1.0 Interpretation

The ICE Royal Charter and By-laws 2018 (<https://www.ice.org.uk/media/u2bltxsc/ice-royal-charter-and-by-laws-2018.pdf>) the UK Regional Model Constitution 2022 (<https://www.ice.org.uk/media/y1bea4uj/ice-regional-model-constitution-2022.pdf>) and West Midlands regional annex to the UK Regional Model Constitution (<https://www.ice.org.uk/media/ogseodje/ice-west-midlands-regional-annex-to-the-constitution-2022.pdf>) supersede this handbook.

2.0 Definition

The ICE West Midlands sub-committee representing the Graduate, Student and Apprentice members of the Institution, for the West Midlands region, is known as the “ICE Early Careers Network West Midlands”, abbreviated in this document as the ‘ECNet’.

Any amendments to this document shall be agreed by not less than two-thirds of the ECNet membership and with approval by the ICE West Midlands Regional Support Team.

All assets of the ECNet are the property of the Institution and in the event of the ECNet being dissolved, for whatever reason, shall revert to the control of ICE West Midlands.

3.0 ECNet Objectives

The key aim of the ECNet will be to promote, the Institution as described in the Royal Charter, and the ECNet may:

1. Promote the civil engineering profession and the institution to external parties where relevant.
2. Represent the views of the body of Graduates, Technicians, Apprentices and Students to the Institution in the region.
3. Promote the exchange of ideas and information for members of ECNet between the Institution and the Region.
4. Develop new ideas to support the activities of the ECNet with the needs of the early career’s community.
5. Foster good relations with related organisations.

4.0 Scope of Activities

4.1 ECNet Rules

The ECNet has ability to make rules managing the conduct of its business provided they are consistent with the Royal Charter and By-laws, Regional Model Constitution and any other Regulations, Rules and Policy of the Institution, its Trustees and the Council.

4.2 Non-corporate members

Members of the ECNet shall be non-corporate members of the Institution at the commencement of term of office; if they become corporate members whilst serving on the ECNet, they may continue to serve for the remainder of the Institutions session in which corporate membership is achieved.

4.3 Steering Group

The Officers of the ECNet will form a Steering Group, to ensure it is fit for purpose and that the objectives and actions for the ECNet are met, according to ICE Royal Charter and By-laws, Regional Model Constitution and Annex and the code of conduct.

4.4 Date of Commencement

The ECNet year commences annually on the first Tuesday in October, in alignment with the Institution's session.

4.5 Meetings

There shall be a minimum of three full meetings of the ECNet per year at times and places selected by the discretion of the ECNet Officers in agreement with the Institution. The notices of meetings and agendas shall be sent to members at least 14 clear days before the dates of such meetings, via the Regional Support Team. Steering group meetings will take place at least once every other calendar month.

4.6 Voting

Voting will take place on issues arising at meetings. All members in attendance shall have one vote. The outcome will be decided by simple majority. Where a vote is tied, the Chair shall exercise a casting vote.

4.7 Elections

The ECNet aims to encourage involvement and prevent exclusion. However, if there are a large number of candidates for a particular role the following procedure will apply. Candidates must be nominated and seconded by members of the ECNet. All nominations must be submitted at least two weeks before the Annual General Meeting (AGM) at which voting will take place. A member of the ECNet may only nominate or second one candidate of any post. No member may nominate or second themselves. Attendees at the AGM will be entitled to one vote per Officer Position. The Chair will ensure candidates will have the opportunity to make an election speech at the beginning of the meeting if desired. Preceding Officers of the ECNet shall be entitled to vote by proxy if they are unable to attend the AGM.

5.0 ECNet Roles

5.1 Chair (Officer)

Pre-qualifications

The Chair role within the ECNet is successive. i.e., the previous Chair will be replaced by the Senior Vice Chair (SVC), and the SVC replaced by the Junior Vice Chair (JVC). Meaning only the JVC role will be opened to new applicants at each election.

In the event an SVC decides not to take the role of Chair, the role will be offered to the JVC before being opened to new applicants at the election. Previous experience as an Officer within the ECNet is strongly recommended for any new applicants.

Chair Duties

- Chair all ECNet meetings. The chair shall prepare an agenda and manage the events planner for each meeting. See section 6.3 for template.
- Chair all steering group meetings.
- Ensure the ECNet represents the best interests of early career civil engineers in the West Midlands.
- Encourage involvement from early career civil engineers with ECNet events.
- Ensure that all ECNet roles are filled, or duties reallocated if necessary.
- Attend ICE Council meetings and report the views, ideas, and information back to the ECNet.
- Allocate representatives for other ICE sub committees, Special Interest Groups (SIG's) and institutions (see section 6.1).

5.2 Senior Vice Chair - SVC (Officer)

Pre-qualifications

The Chair role within the ECNet is successive. i.e., the previous Chair will be replaced by the Senior Vice Chair (SVC), and the SVC replaced by the Junior Vice Chair (JVC). Meaning only the JVC role will be opened to new applicants at each election.

In the event an JVC decides not to take the role of SVC Chair, the role will be offered to the JVC before being opened to new applicants at the election. Previous experience as an Officer within the ECNet is strongly recommended for any new applicants.

Senior Vice Chair Duties

- Substitute the Chair in their absence. Chairing meetings, managing the events planner and agenda.
- Lead the organisation of the High Early Strength Concrete Cube Competition (HESCCC).
- Ensure ECNet SharePoint and ECNet documentation is up-to-date.
- Review ECNet SharePoint access at the beginning of each ECNet year. Ensuring only current Officers have access.
- Ensure all current Officers of the ECNet have completed their mandatory induction.
- Support the Chair in carrying out their duties.
- Attend all Steering Group meetings.
- Attend all ECNet meetings.

5.3 Junior Vice Chair – JVC (Officer)

Pre-qualifications

The Chair role within the ECNet is successive. i.e., the previous Chair will be replaced by the Senior Vice Chair (SVC), and the SVC replaced by the Junior Vice Chair (JVC). Meaning only the JVC role will be opened to new applicants at each election. As such, the incoming JVC will be expected to commit to a three-year term.

The role of Junior Vice Chair (JVC) is open to new applicants at each election. However, previous experience as an Officer within the ECNet is strongly recommended for any new applicants.

Duties

- Substituting the Chair and SVC in their absence. Chairing meetings, managing the events planner and agenda.
- Lead the organisation of the annual regional Emerging Engineers Award (EEA).
- Support the Chair and SVC in carrying out their duties.
- Attend all Steering Group meetings.
- Attend all ECNet meetings.

5.4 Treasurer (Officer)

Pre-qualifications

There are no pre qualifications for the role of Treasurer, although an interest in budgeting and finance is desirable.

Duties

- Manage the ECNet budget, in conjunction with the ICE West Midlands Regional Director and ICE West Midlands Hon Treasurer.
- Maintain the budget tracker and keep it updated. See section 6.3 for template.
- Provide budget updates in all meetings.
- Responsible for ensuring ECNet expenses are processed via ICE West Midlands Regional Support Team using the correct templates, with accompanying receipts and in a timely manner.
- Where necessary, apply for additional funding through business case proposals via the ICE West Midlands Hon Treasurer and ICE West Midlands Regional Director if it can be justified as supporting the ECNet objectives.
- Attend all meetings.

5.5 Secretary (Officer)

Pre-qualifications

There are no pre qualifications for the role of secretary.

Duties

- Take meeting minutes at all meetings (ECNet meetings and Steering Group meetings). Record and manage all actions for Officers and Members. See section 6.3 for template.
- Save meeting minutes to SharePoint and distribute minutes to all ECNet members after every meeting to notify of their actions.
- Work with the Chair to facilitate and distribute invitations and agendas for every meeting.
- Ensure all Officers of the ECNet have access to the ICE West Midlands Teams and SharePoint site at the start of each ICE year (via ICE West Midlands Regional Coordinator). See section 6.3.
- Attend all meetings.

5.6 ECNet Representative (Officer)

Pre-qualifications

Previous experience as an Officer within the ECNet is strongly recommended for any new applicants.

Duties

- Represent the ECNet West Midlands at the central ECNet meetings. Reporting back any views, initiatives, and directives from the central ECNet to the ECNet West Midlands; as well as views and initiatives raised to the central ECNet.
- Create report for each central ECNet meeting summarising the above. See section 6.3 for report template.
- Attend all meetings.

5.7 Networking Officer (Officer)

Pre-qualifications

There are no pre qualifications for the role of Networking Officer.

Duties

- Lead the organisation of events. See section 6.3 for guidance.
- Where necessary, delegate events to be organised by other officers of the ECNet.
- Work with the Chair to keep the events planner up to date. See section 6.3 for template.
- Regularly check the events planner ensuring actions to organise and promote events are taking place.
- Ensure attendee numbers are being recorded for all events and provided to ICE West Midlands Regional Support Team in a timely manner. See section 6.3 for template.
- Collect feedback on events.
- Attend all meetings.

5.8 Communication Task Officer (Officer)

Pre-qualifications

There are no pre qualifications for the role of Communication Task Officer.

Duties

- Lead the organisation of communication tasks.
- Liaise with the ICE West Midlands Regional Support Team (RST), ICE Membership Recruitment Team and other ECNet regions to organise communication tasks.
- Where necessary, delegate communication tasks to be organised by other officers of the ECNet.
- Work with the Chair to keep the events planner up to date. See section 6.3 for template.
- Regularly check the events planner ensuring actions to organise and promote communication tasks are taking place.
- Ensure attendance numbers are being recorded for all communication tasks and provided to ICE West Midlands Regional Support Team in a timely manner.
- Collect feedback on communication tasks.
- Attend all meetings.

5.9 Social Media Officer (Officer)

Pre-qualifications

There are no pre qualifications for the role of Social Media Officer.

Duties

- Promote all ECNet meetings.
- Promote all ECNet events.
- Regularly check the event planner to ensure all meetings/events are being promoted systematically. See section 6.3 for template.
- Responsible for establishing and maintaining relationships with the student engineering population at the regional universities.
- Responsible for establishing and maintaining an ECNet professional presence on social media. See section 6.3 for account details.
- Manage student representatives to assist with the above points.

5.10 University Liaison Officer (Officer)

Pre-qualifications

University Liaison Officers shall be current academics working at the university they represent. One representative is encouraged from each university in the region.

Duties

- Advise the ECNet on how best to represent and support the interests of the students at their university.
- Work with the social media Officer and career's Officer at their university to promote ECNet events.
- Aid in the identification of subsequent student representatives at their university.

5.11 Graduate, Apprentice & Student Representatives (Member)

In addition to the fixed Officer positions, the ECNet welcomes and invites other institutional members of the ECNet meetings and events to voice their opinions, aid in the promotion of their industry to their academy or workplace and share/increase their engineering knowledge.

6.0 Appendices

6.1 ICE West Midlands Regional Committee

The ICE's volunteer work in the West Midlands is driven by the Regional Committee and Regional Executive Board. The Regional Committee is made up of a Regional Chair, Hon Secretary, Hon Treasurer, corporate members, branch chairs and ECNet Chair. The Regional Executive Board is made-up of the Regional Chair, ICE Regional Director, Hon Treasurer, Hon Secretary, Regional Vice Chair, Past Chair and ECNet Chair, The Regional Committee and Regional Executive Board supported by the ICE Regional Director.

Committee members are volunteers and come from a range of backgrounds within the civil engineering profession.

Branches and Sub-committees

Regional Committee

Regional Executive Committee

Birmingham, Solihull and Black Country Branch (BSBC)

Coventry and Warwickshire Branch

Hereford and Worcester Branch

Shropshire Branch

Early Careers Network West Midlands (ECNet)

Education and Inspiration

Public Voice and Informing Opinion

Panel for Historical Engineering Works (PHEW)

Seniors

6.2 Current ECNet Officers & Contact Details

To contact the ICE West Midlands Early Careers Network please email the ICE West Midlands RST (ice.westmidlands@ice.org.uk).

Position	Name	Organisation / Institution
Chair	Sonali Patel	University of Warwick
Senior Vice Chair	Will Jones	Mott Macdonald
Junior Vice Chair	Ben Latcham	Link Engineering
Treasurer	Cameron McCairn	WSP
Secretary	Tom Ridgway	Arcadis
ECNet Representative	Peter Richardson	Mott Macdonald
Networking Officer	John Mosuela	Mott Macdonald
Communication's task Officer	Ellie Walton	Arup
Social Media Officer	Ellie Harris	Baker Hicks
University Liaison Officer(s)	Sylvester Adesona Erica Vaz	University of Birmingham Birmingham City University

6.3 Additional Tools & Guidance

ICE Volunteer Induction

All members volunteering for the ICE, including the officers of the ECNet, must complete a mandatory ICE volunteer induction. This can be requested from the RST (details in section 6.4). This provides training and guidance on how the ICE works, its priorities and expectations of ICE volunteers; as well as detailed guidance on how to represent the ICE on our social media accounts.

ICE West Midlands Teams & SharePoint

The ICE West Midlands Regional Support Team maintains a Microsoft Teams and SharePoint site to for the ICE committees, sub-committees and branches in the region. Access can be requested from the RST (details in section 6.4). All ECNet documents, templates and guidance can be found on SharePoint.

Links – SharePoint

[SharePoint - Main Portal](#)

[SharePoint - ECN Portal](#)

[SharePoint - ECN Document Templates](#)

[SharePoint - ECN Guidance](#)

Social Media

Led by the Social Media Officer, the ECNet maintains social media accounts on the platforms below. Log in details can be requested from the RST (details in section 6.4), and guidance can be found in the Volunteer Induction Pack on SharePoint.

- [LinkedIn](#)
- X
- Facebook
- Instagram

6.4 Useful Contacts – ICE

West Midlands Regional Support Team (RST)

General enquires: ice.westmidlands@ice.org.uk

Regional Director: Jo Barnett
Email: jo.barnett@ice.org.uk
Tel: 07827 351247

Regional Coordinator: Rachel Campbell
Email: rachel.campbell@ice.org.uk
Tel: 02045 139106

Communications Lead: Deanna Newman
Email: deanna.newman@ice.org.uk
Tel: 07435 873352

Membership Manager: Cath Mansell
Email: cath.mansell@ice.org.uk
Tel: 07747 487054

6.5 Useful Contacts – Institutions

All contacts listed below have agreed to be contacted by the ECNet for the purpose of event promotion.

Coventry University

Contact: Neil Tsang
Position: Head of Civil Engineering
Email: aa8607@coventry.ac.uk
Tel: N/A

Contact: Eoin Coakley
Position: Curriculum Lead
Email: aa7113@coventry.ac.uk
Tel: N/A

University of Birmingham

Contact: Employability Team
Position: N/A
Email: engineeringemployability@contacts.bham.ac.uk
Tel: N/A

University of Warwick

Contact: Alireza Rezaei
Position: Secretary of the Industry Advisory Panel
Email: Alireza.Rezaei@warwick.ac.uk
Tel: N/A

University of Wolverhampton

Contact: Dr Alaa Hamood
Position: Head of Civil Engineering
Email: a.hamood@wlv.ac.uk
Tel: 01902 322786

6.6 Useful Contacts – Organisations

All contacts listed below have agreed to be contacted by the ECNet for the purpose of event promotion.

Arcadis

Contact: Mel Harvey
Position: Professional Assistant
Email: melanie.harveysmith@arcadis.com

Arup

Contact: Nikita Chauhan
Position: Member of internal early careers group
Email: nikita.chauhan@arup.com

BakerHicks

Contact: Ellie Harris
Position: Graduate Civil Engineer
Email: Ellie.Harris@bakerhicks.com

Link Engineering

Contact: Ben Latcham
Position: Civil Engineer
Email: Ben.latcham@linkeng.co.uk

Mott MacDonald

Contact: Will Jones
Position: Civil Engineer
Email: William.jones@mottmac.com

WSP

Contact: Professional Growth Network
Position: N/A
Email: PGN-Birmingham@wsp.com

Contact: Cameron McCairn
Position: Assistant Engineer
Email: Cameron.McCairn@wsp.com