



Early Careers Network (ECNet) Committee Roles 2026-2027

Introduction

The Institution of Civil Engineers (ICE) Wales Cymru sub-committee representing the Graduate, Student, Apprentice, and Technician members of the Institution for the Wales region is known as the “ICE Early Careers Network Wales Cymru”, abbreviated in this document as the “ICE ECNet Wales Cymru”.

ICE ECNet Wales Cymru committee meets monthly at times and places selected by the discretion of the ICE ECNet Wales Cymru committee members. These meetings are hybrid (in-person and online).

The ICE ECNet Wales Cymru committee for 2026/2027 will be elected at the Annual General Meeting (AGM) in December 2026. The Chair will ensure candidates will have the opportunity to make an election speech at the beginning of the meeting if desired. Attendees at the AGM will be entitled to one vote per Officer Position. Preceding Officers of the ECNet shall be entitled to vote by proxy if they are unable to attend the AGM. Where a vote is tied, the Chair shall exercise a casting vote.



2026-2027 Committee Roles & Responsibilities

Chair

The Chair role within the ECNet is successive. i.e., the previous Chair will be replaced by the Vice Chair, meaning only the Vice Chair role will be opened to new applicants at each election. In the event a Vice Chair decides not to take the role of Chair, the Chair role will be opened to new applicants at the election. Previous experience as an Officer within the ECNet is strongly recommended for any new applicants.

- Act as a key point of contact between the ICE ECNet Wales Cymru and the ICE Wales Cymru Main Committee. Attend ICE Wales Cymru Main Committee meetings, the Director General's Visit, and AGM. Review the monthly ICE ECNet Wales Cymru Activity Reports.
- Represent the ICE ECNet Wales Cymru towards other ICE sub-groups in Wales and external organisations; co-ordinate joint initiatives.
- Chairing monthly ICE ECNet Wales Cymru committee meetings, review agendas and minutes drafted by secretary.
- Review the monthly and quarterly ICE ECNet Wales Cymru Activity Reports drafted by the Secretary and ECNet Representative.
- Attend the annual Presidential Address in London. Provide strategic direction and ensure alignment with ICE priorities and the presidential theme.
- Host the annual ICE ECNet Wales Cymru Roundtable with the President (lunchtime before the ICE Wales Awards Ceremony).
- Develop and lead the delivery of the annual ICE ECNet Wales Cymru events program. Coordinate, manage and monitor progress and member deliverables. Adjust timelines as needed.
- Collaborate with and support committee members in developing and delivering new event ideas, planning events, and achieving their goals.
- Overall responsibility for and judging the Annual Emerging Engineers Awards.
- Involve the Vice-Chair in all duties to prepare them for the transition into chair in the following year and ensure continuity across committee terms.



Vice Chair (ECNet Representative)

The Chair role within the ECNet is successive. i.e., the previous Chair will be replaced by the Vice Chair, meaning only the Vice Chair role will be opened to new applicants at each election. The role of Vice Chair (VC) is open to new applicants at each election.

- Support the Chair in all duties and substitute the chair in their absence.
Monthly catchups with the Chair.
- Prepare to transition into the Chair role the following year. Assist with strategic planning and ensure continuity across committee terms.
- Collaborate with and support committee members in developing and delivering new event ideas, planning events, and achieving their goals.
- Lead the organisation of the Annual Emerging Engineers Awards and form part of the judging panel.
- Represent the ICE ECNet Wales Cymru towards the International ICE ECNet committee with representatives from other ICE Regions; co-ordinate joint initiatives across the regions.
- Attend quarterly International ECNet committee meetings (twice a year online, twice in person).
- Prepare and share the quarterly ICE ECNet Wales Cymru Activity Reports with the International ICE ECNet Committee (to be reviewed by the ICE ECNet Wales Cymru Chair). Liaise with the ICE ECNet Wales Cymru Secretary to draft these.
- Prepare and share quarterly reports of the International ICE ECNet committee meetings with the ICE ECNet Wales Cymru Committee in monthly meetings. Written summary to be shared with chair in advance of meeting

Secretary

- Distribute monthly ICE ECNet Wales Cymru committee meeting invites, agendas, and meeting minutes. Record committee meeting minutes and draft meeting agendas for be reviewed by the Chair before sharing.
- Prepare and share the monthly ICE ECNet Wales Cymru Activity Report with the ICE Wales Cymru Main Committee (to be reviewed by the ICE ECNet Wales Cymru Chair). Liaise with the ICE ECNet Wales Cymru ECNet Representative to create Quarterly Activity Reports for the International ECNet Committee (to be reviewed by the ICE ECNet Wales Cymru Chair).
- Regularly review event suggestion & mailing list registration forms. Ensure timely follow up, share event suggestion ideas in committee meetings and maintain and update the ECNet mailing list.
- Support internal communications and document management for the committee.



Treasurer

- Manage the ICE ECNet Wales Cymru annual budget and ensure responsible financial planning.
- Track expenses and liaise with the chair and other committee members to support budget forecasting for upcoming activities.
- Provide quarterly budget update during committee meetings.
- Liaise with the ICE Wales Cymru Regional Coordinator to ensure compliance with financial procedures. Process reimbursement requests on behalf of ECNet members.

STEMM Lead

- Liaise and collaborate with the ICE Wales Cymru Regional Coordinator to promote, organise and support STEMM engagement and volunteering opportunities within the ICE ECNet across Wales.
- Liaise with schools, colleges, and STEMM organisations to identify collaboration opportunities. Regularly review SeeScience for interesting events.
- Liaise with the Social Media Officer to promote STEMM opportunities and share highlights and outcomes.
- Inspire the next generation of engineers through outreach and educational activities.
- Join the organising committee for the annual Engineering Team Challenge (ETC).

Apprentice Lead

- Lead engagement with apprentices and act as a point of contact for apprentices within the ICE ECNet Wales Cymru.
- Promote ICE events and opportunities to apprentices at colleges and universities and encourage involvement in ICE initiatives.
- Understand apprentice needs and interests to inform ICE ECNet Wales Cymru activities (gather feedback).
- Lead the organisation of an apprentice-focused event during National Apprenticeship Week (9–15 February 2026).
- Liaise with the Social Media Officer to share event information and create themed content during National Apprenticeship Week.
- Liaise with the Student Lead on engagement with apprentices at universities.
- Liaise and collaborate with the ICE Wales Cymru Regional Coordinator and assist in organising the Apprentice of the Year Award. Join the judging panel for the award, if not applying for the award yourself.

Student Lead/Social Media Lead

- Lead engagement with students and act as a point of contact for students within the ICE



ECNet Wales Cymru. Coordinate joint events with student clubs and societies.

- Promote ICE events and opportunities to students and encourage involvement in ICE initiatives.
- Understand student needs and interests to inform ICE ECNet Wales Cymru activities (gather feedback).
- Liaise with the Apprentice Lead on engagement with apprentices at universities.
- Maintain and update ICE ECNet Wales Cymru's LinkedIn, Instagram, and LinkTree to promote upcoming events and share highlights from past events. Drafts to be reviewed by chair before sharing.
- Create posters and flyers for events and collect and organise photos for documentation and promotion.
- Prepare themed content for awareness days/weeks/months (e.g. National Apprenticeship Week, Earth Day, Women in Engineering Day, etc.).
- Collaborate with and support committee members in amplifying their events and initiatives online.
- Liaise with the ICE Wales Cymru Regional Events Coordinator and Communications Lead to promote and share event on the ICE Website.

Events Lead

- Lead the organisation of events on behalf of the ICE ECNet Wales Cymru.
- Form and manage a support team of General Committee Members for event planning and delivery.
- Coordinate and lead the organisation of at least two site visits per year.
- Form and manage a support team of General Committee Members for site visit planning.
- Liaise with the Social Media Officer, Student Lead, and Apprentice Lead to promote the site visits and share highlights.
- Liaise with the ICE Wales Cymru Regional Events Coordinator and Communications Lead to promote and share event on the ICE Website.
- Ensure site visits are inclusive, educational, and aligned with ICE ECNet goals.
- Liaise with the West Wales and Swansea City Club Early Careers Group and North Wales Graduates, Students, Apprentice and Technicians (GSATs) to coordinate communication task events throughout the year.

General Committee Members

- Attend monthly ICE ECNet Wales Cymru committee meetings.
- Volunteer to assist leads in organising at least one event per year.
- Contribute to developing new event ideas.
- Participate in ICE ECNet Wales Cymru activities and promote engagement among peers.

