

GOVERNANCE VOLUNTEER OPPORTUNITIES

Institution of
**MECHANICAL
ENGINEERS**

A guide to enhance your volunteer application for the
Trustee Board, Advisory and Governance Boards.



GOVERNANCE VOLUNTEER OPPORTUNITIES A GUIDE TO ENHANCE YOUR APPLICATION

Engaging in volunteer work at the Institution offers a fulfilling and empowering experience. It supports your professional and personal development and serves as a pathway to building strong connections, growing your network, expanding your skills and knowledge, and making meaningful contributions to the engineering community.

Our volunteers play a key role in shaping and influencing the future of our Institution. This guide is designed to offer applicants tips and advice on applying for volunteer positions on the Trustee Board, Advisory or Governance Boards.

Our [Values](#) of Inclusion, Integrity, Innovation, and Impact sit at the heart of our volunteer recruitment and selection process. We welcome applications from all backgrounds and are strongly committed to providing equal opportunities for all applicants.

Our Governance

The Trustee Board, Advisory and Governance Boards oversee the strategic direction and governance of the Institution. Member volunteers are expected to have relevant experience to make informed decisions that benefit our membership and the wider engineering community. For additional information about our Governance and Advisory Boards, please visit our [website](#).

Submitting a successful application

Completing the application form, is a crucial first step for a successful application. The application form provides an excellent opportunity to showcase your suitability for the position and helps our assessors match your skills and experience against the requirements for the role.

The role description outlines the competencies required for the vacant position, which may include strategic thinking, financial management, communication, leadership, and teamwork skills. If you believe you have the necessary competencies for the position, it is important to use the application form to highlight your relevant experience and skills for the role, providing specific examples that illustrate how you meet these competencies. For example, if the role requires financial personally

managed skills, provide examples of how you have managed budgets or financial resources in previous or current roles.

Avoiding common mistakes

By avoiding the following common mistakes in your application form, you are set for a greater chance of success:

1. Failing to follow the instructions provided.

Make sure that you read and understand the instructions provided and submit them on time. Failure to follow instructions will lower your chance of securing an interview.

2. Submitting an incomplete application.

Make sure that you complete all sections of the application form. Answers such as 'See my CV' do not provide sufficient information to assess your application. Instead, we are looking for comprehensive but concise answers that expand on your achievements and experiences. The application form may have a word limit for some responses, typically 250 words. Please provide as much information as possible within the word limit.

3. Making errors or providing an overly detailed response.

We acknowledge English may not be everyone's first language. You should use UK English and may want to proofread your application using [Grammarly](#) or other methods before submitting it. Make sure you use short sentences and simple words that are easy to understand. Use active voice and a first-person tense (e.g., I, my) to focus on your actions and experiences, avoiding collective pronouns (e.g., we, my company). Avoid jargon and technical terms and explain them clearly if necessary.

✓ YOUR CHECKLIST

Please check you have:

- Fully examined and understood the role and responsibilities of the vacant position you are applying for.
- Demonstrate how your specific skills and experience align with the role requirements.
- Provided specific examples that demonstrate how you applied your skills and experience in other roles (as an employee, student or volunteer), using the provided word limit (typically 250 words).
- Tailored your application and CV to the specific role and responsibilities of the vacant position.
- Used clear and concise writing and proofread your application before submitting it.
- Please check the closing deadline and be sure to submit your application before this expires.



FREQUENTLY ASKED QUESTIONS

FAQs

1. Who is this guidance aimed at?

This guidance document is aimed at supporting applications for volunteer positions on Trustee Board (TB), Governance and Advisory Boards.

2. Who is responsible for recruiting volunteers for the Trustee Board and Governance and Advisory Board?

The Institution's [Nominations Committee](#) (NomCo) is responsible for developing and managing inclusive and transparent processes, to support the recruitment and selection of suitably experienced candidates for these boards.

3. I am based outside the UK, can I apply?

Absolutely, we welcome and encourage applications from candidates globally.

4. I have transferrable skills that will be relevant to the role, can I apply?

Yes, transferrable skills are welcome. Transferrable skills are the skills you have developed that can be transferred from one role to another, like good communication or time management skills. Please use the application form to articulate how your transferable skills can be applied in the role you are interested in.

5. I am not a member of IMechE, am I eligible to apply?

Yes, for some roles, we welcome applications from non-members too. If you are qualified to be an IMechE member, we would encourage you to apply for membership with the Institution.


6. I need further support to complete my application, can you help?

We are here to support you with the information and guidance you need to submit a successful application, including any adjustments needed.

We are committed to removing any barriers in our processes for people who may consider themselves to have a [disability or long-term condition](#). Please contact us at diversity@imeche.org for further support and direction.

7. Can I use generative AI to help with my application?

We do not encourage the use of AI in completing your application as it may generate misleading and incorrect information and make your application less authentic compared to others. However, if you do decide to use generative AI to enhance your application, please declare this in your application form.



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