

Get Involved!

Volunteering with The Welding Institute



JOINING
PROFESSIONAL
INTEGRITY AND
RECOGNITION



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**“Not everything that counts can be counted.
And not everything that can be counted, counts.”**

Albert Einstein

What is a volunteer? What is the value of volunteering? Volunteering is about giving, contributing and helping other individuals and the community. Our volunteers volunteer for a variety of reasons; to gain experience, keep up to date with technological advances, acquire new skills, meet new people, expand their networks, get a new job or keep in touch with colleagues. Others just want to give back to their community, help a colleague or promote a worthwhile activity.

In addition, volunteering is recognised by The Welding Institute and the Engineering Council as a form of evidence of Continued Professional Development (CPD).

Sowhat part can volunteers play?

Volunteers are all Members of The Welding Institute who voluntarily take on roles within and beyond the Institute to promote and develop our core aims and business. There are many aspects to volunteering, including:

- Taking on the role of a professional review assessor;
- Getting involved with applications for professional registration;
- Contributing to government consultations;
- Assisting in assessments for awarding qualifications;
- Promoting welding and joining activities in schools, colleges, universities and places of employment;
- Helping to organise meetings and events for local branches;
- Sitting on one of the Welding Institute's boards , committees or Council;
- Submitting editorial to our journals;
- Speaking at local branch meetings.

The Institute has a small team based in Great Abington near Cambridge to support voluntary activities but without our committed volunteers around the globe the Institute would simply not function - **the Institute needs you!**

Our Volunteer Family

The Institute has a wide range of volunteering opportunities and possibly some we haven't yet thought of! Our volunteer family is divided into three groups;



Each of these lends itself to a slightly different skill set and area of interest. Some volunteers take part in activities across the full range, others feel more comfortable with a particular type of role. The details below give an indication of the type of roles within each group, see which one fits you best.

OPERATIONAL	Focused on keeping the wheels of the Institute running. Pushing things along, problem solving and celebrating successes. These volunteers are usually well organised, diplomatic and sensitive in dealing with people. They take on roles in managing and running our Branch Committees, Technical and working Groups acting as Chairs, Secretaries, Treasurers as well as other committee roles.
PROFESSIONAL	Focused on the detailed analytical work involved in preparing members for professional recognition with the Engineering Council. Working to high prescriptive standards, these volunteers will be experts in various fields of engineering and able to communicate clearly, effectively and positively with candidates from around the globe. They are organised and professional in their approach, working well with the Membership Team and as individuals in their own right.
OUTREACH	Will appeal to potential volunteers who enjoy talking and working with people, sharing their expertise and enthusiasm and have a real drive and sense of purpose when it comes to influencing and engaging engineers of the future. You will need to self-motivated but able to represent the Institute's interests and values. Confidence and enthusiasm are key!

If you'd like to find out more about the roles available, consider which area might appeal to you most and then have a look at the available opportunities summarised below. In practice, volunteers often have more than one role!

The Welding Institute Volunteer Family

OPERATIONAL VOLUNTEER ROLES	PROFESSIONAL VOLUNTEER ROLES	OUTREACH VOLUNTEER ROLES
Committee Chair	Professional Reviewer	Tour Guide
Committee Secretary	Professional Interviewer	Stem/Younger Members Ambassador
Branch Chair	Individual Route Advisor	Company Ambassador
Branch Secretary	Individual Route Assessor	Speaker At Meetings
Branch Treasurer	CPD Reviewer	Author For Publication
Technical Group Committee Chair	Accreditor	Mentor/Coach
Technical Group Secretary		

What do volunteers get out of volunteering?



- Continuing professional development
- Development of project and personal management skills
- Development of job knowledge and technical expertise
- Opportunities to develop and expand personal networks and contacts

What does the Institute expect of its volunteers?

Every role is slightly different but in general all our volunteers can expect to:

- Give their time freely but only as much time as they have available. Time commitments vary between roles but the Membership Office will always provide as much advanced warning and details of the time required to undertake a role or piece of work for the Institute. All roles are time limited and subject to discussion and review.
- Bring experience, skills and knowledge to the role to the wider benefit of The Welding Institute and its Members.
- Be creative in carrying out the role, bringing a positive approach to problem solving and the promotion of the Institute in line with the Institutes values and operational frameworks.
- Be invited to give and receive feedback as they become established within a role.
- Be accountable for their actions as a representative of the Institute.

For every role, volunteers will receive **training** and support from the Membership Office. Volunteers are expected to make every effort to take part in training activities.



Guidance on time commitments for volunteer roles

ROLE	TIME	FREQUENCY
OPERATIONAL		
Committee Chair/ Secretary	3 - 4 hours per meeting	2-4 meetings a year
Branch Chair/ Secretary/ Treasurer	3 hours per meeting	Monthly meetings
Technical Group Committee Chair/Secretary	2 days for Technical meetings 2 hours for Co-ordination meetings	1-2 Technical meetings per year 2 Co-ordination meetings per year
PROFESSIONAL		
Professional Reviewer	4 hours per panel	Twice a year
Professional Interviewer	2 hours per Professional Review Interview (PRI)	4 per year
Individual Route Advisor	2 hours per candidate	4 per year
Individual Route Assessor	5-10 hours per candidate	2 per year (rolling)
CPD Reviewer	2 hours	Once a year
Accreditor	5-8 days per year	2-3 visits per year
OUTREACH		
Company Ambassador	2 hours	6 times a year
STEM/Younger Members Ambassador	3 hours	4 times a year
Mentor/Coach	5-10 hours per year	Flexible
Speaker at meetings	45-60 minutes per talk	Twice a year
Author for publications	Flexible	Flexible
Tour Guide	2 hours per tour	2 tours per month

Our Volunteers

Dr Philippa Moore CEng

Philippa is one of The Welding Institutes volunteers acting as a Professional Review Interviewer, advisor and assessor to others seeking membership and registration. Philippa sits on the Membership, Education and Registration Committee of The Welding Institute, contributing to policy development, regulation and developed.



On top of this Philippa is helping to inspire and celebrate diversity across the organisation through her voluntary work with the Tipper Group, TWIs female engineer network. Through The Welding Institute's outreach work to local schools and colleges, staff and volunteers are able to inspire young girls with fun activities such as The Welding Institute's popular Welding with Chocolate programme, developed by.....Philippa!

Philippa has been with TWI for over 15 years where she leads a team working within the ferrous alloys and materials performance section, and applies her expertise in fracture and structural integrity to projects on failure investigation, and testing in challenging environments. She has authored over 40 papers, written and drafted fracture toughness testing Standards, as well as co-written a textbook for the welding engineer diploma module on which she lectures.

Aaron Kirkbride AWeldI

I started my career as a welding apprentice in manufacturing engineering and took day release from my heavy engineering company (Komatsu) to gain an HNC in Mechanical Engineering in 2016 I took my CSWIP 3.0 Visual welding inspector's course by studying over several Saturday mornings! I enjoyed my higher education studies and I'm now pursuing a full time B.Eng degree in Mechanical Engineering at Northumbria University along with a certificate in Business Administration via distance learning.



As the Welding Institute's Northumbrian Branch Committee member and Young Members Representative, I have given several talks to students, staff and young engineers from engineering companies. I have had great fun delivering a hands on engagement activity called 'Welding with Chocolate' at events with local schools, colleges, universities and many other training establishments as well as supporting the SkillWeld and Construction metal work competitions at the National World Skills show in Birmingham.

I have really enjoyed the opportunities and contacts volunteering has brought to both my personal and professional development and I'm delighted to be able to encourage and inspire the next generation through the Branches outreach events.

Guidance on the reimbursement of Expenses.

Reimbursement of expenses

Volunteers travel across the UK and beyond to fulfil various roles on behalf of the Institute. The reimbursement of expenses aims to be appropriate to the needs of the volunteers and justifiable to the wider membership and company. Travel is expensive and value for money is important. There are also tax regulations, which, if not complied with, can disadvantage the recipient of expenses. Our conditions for reimbursement require that all travel costs are only incurred 'wholly, exclusively and necessarily in the performance of business'. TWI reserves the right not to reimburse expenses if they are not in accordance with our guidelines.

Whilst some business travel is necessary, modern communications make it possible for all of us to minimise pollution. Many volunteers are strongly aware of environmental issues and TWI, as an organisation, wishes to support good environmental practices. We would therefore encourage all volunteers to consider carefully the need for travel where other means of communication can achieve the same business needs.

Conditions for reimbursement;

Travel expenses will be reimbursed for the most economical trip available in the context of the time taken and mode of transport.

Flights will be reimbursed for economy class tickets only where the cost of the flight is cheaper than other alternative modes of transport.

Rail travel will be reimbursed up to a maximum of £150 for a return trip. Where this cost can be reduced further through the purchase of railcards, reimbursement of the purchase cost may be considered by the Institute's Membership Department.

Car travel will be reimbursed at a rate of 45p per mile. All vehicles must be insured for business use, be taxed and serviced, and car sharing is encouraged. Car parking costs can be claimed with proof of payment.

Where required, **taxis** to and from Granta Park can be booked in advance and paid for directly by the Institute but volunteers need to give 24 hours' notice. Other journeys by taxi will be reimbursed via the Volunteers Claim Form if accompanied by a receipt. A **subsistence** allowance (against proof of purchase) of up to £20 per day is available for the purchase of refreshments.

Accommodation costs will be provided and paid for by the Institute where agreed in advance. Should prior booking not be practical, volunteers should try to seek the most economical 3 Star accommodation for their volunteer duties.

Other reasonable costs can be claimed in order to expedite the work of the Institute. Volunteers are requested to check any out of pocket expenses with the Institute if they are unsure whether the costs will be reimbursed BEFORE they are incurred.

All claims for reimbursement should be accompanied by a receipt/proof of payment. Reimbursement will ONLY be made against a completed Institute Claim Form within six months of the date of travel.

Payments will be made by BACS payment only.

Keeping in Touch

You can make contact with the team at The Welding Institute via:
Telephone: **0044 (0) 1223899000**

Email: **theweldinginstitute@twi.co.uk**

You can also keep up to date with what has been going on at The Welding Institute, and engage with other members via our social media networks.

