INSTITUTE OF MARINE

Engineering, Science & Technology

IMarEST Student Section Guide

Prepared by IMarEST April 2018

Version 1.0

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IMarEST Student Sections

1   Introduction

1.1   I want to start an IMarEST Student Section – what next?

Are you an IMarEST Student member who wishes to develop activities for your peer group at your university, college or company? This guide will help you establish a student section and is a source of ideas for activities, funding and governance. However, these are just ideas and your IMarEST student section can adopt your own procedures and practices to suit the needs of your section. You are encouraged to develop and document your own best practices which can supplement this guide.

1.2   IMarEST Student Sections

Your student section should work to achieve the following:

- to promote the mission and vision of the IMarEST (see Strategic Plan under Resources);
- to offer peer support in study, learning, and professionalism
- to provide networking opportunities within the IMarEST and the profession, and
- to make connections with potential employers

Student sections are encouraged to organise and provide a variety of activities that help your members gain some technical knowledge and insight, but that also have other professional and personal value. For example you may wish to do things such as:

- technical presentations and webinars
- transferable skills development activities (communication, teamwork, leadership, problem solving etc)
- joint activities with other IMarEST student sections (either within the same university or with another university)
- technical competitions
- having local awards and recognitions and promoting global awards so your students benefit;
- outreach to local high schools to promote STEM subjects; and
- encourage continued membership of the IMarEST

1.3   Starting an IMarEST Student Section

It's as easy as this.......

1.   Find 10 or more existing Student members or students willing to join the IMarEST. These students can be within any year and any course with marine related content- so you may end up with a mix of engineers, marine biologists and marine geographers for example over a mix of years. Perhaps send a message on Facebook, Twitter or use your department noticeboard?

2.   If your future sections members are not already members of the IMarEST, have each of them complete the application for free membership at https://www.imarest.org/membership-application/student-application

3.   IMarEST will contact your local branch who will allocate you a student section mentor (See section Student Section Mentors) and help you set up your student section.

4.   Consider the following points and after discussion with your local branch, email the following details to seayourfuture@imarest.org

•   What you wish to call your student section
•   Your name and details
•   The name of your college, university or company
•   Names and details of your members (min 5)
•   The name of your mentor and their branch

5.   Once your student section has been set up, email seayourfuture@imarest.org to set up a Nexus group and start planning your activities! (See Web Development section for more information on Nexus)

1.4   Student Section Mentors

Each student section will be allocated a mentor via their local branch which could be either:

A member of the IMarEST local branch committee - in nearly all situations this will be the student and early career representative.

If your local branch does not yet have a student and Education and Careers Representative you may choose to:

• Find an IMarEST member with a position of seniority within your University or Organisation – this may include a senior PostDoc or lecturer for example who is happy to attend IMarEST branch committee meetings and be your mentor
• A senior IMarEST member working for a company based in the locality of your student section who is happy to attend IMarEST branch committee meetings and be your mentor
• Become the representative yourself!

1.5   What should your mentor do?

The student section mentor should:

1. Work with existing Student members at the university or organisation to encourage other stoudents on relevant programmes to become involved in their IMarEST student section as an initial step in their programme of professional development
2. Ensure that the activities and programmes of the student section are appropriate and in line with the IMarEST mission and vision
3. Create a professional awareness in each member of the section which will inspire them throughout their career to maintain a continuous and active membership of the IMarEST
4. Help you manage your finances
5. Be the liaison between the branch members and your section

Your mentor should also be willing to help you to

•	Form your section committee (if you want one) and help with advice on governance structures
•	Develop a meeting schedule and assist with the selection of meeting venues
•	Encourage student section members to apply for IMarEST awards and scholarships and promote the awards
•	Ensure the student section have the latest student membership brochure and graduate pathway literature – a handy reference for all student membership and any other promotional material
•	Make connections with local employers and seek sponsorship for events

## 1.6	How to contact your local branch

If you don't know any of your branch members personally, you can find out who they are by visiting https://www.imarest.org/local-communities finding your nearest branch on the map and visiting their page to find out all the details. Any of the branch committee should be able to help with your enquiry.

# 2	Committee

Student sections are not required to abide by any strict rules, but you may wish to formulate a committee in order to ensure that activities are undertaken, that you don't take on too much yourself and to enable your peers to gain some experience of committee membership and roles – something great to put on a CV/Resume.

A committee would normally consist of a Chair and other roles such as a Vice Chair, Secretary and Treasurer.

## 2.1	Chair

The Chair is responsible for the organisation and successful operation of the student section, it is their responsibility to preside at all meetings of the Student Section and of the Committee and be responsible for planning and supervising the programme and activities of the Student Section. The Chair is the main point of contact between the student section and the mentor.The Chair is responsible for passing on their knowledge and wisdom to their successor.

## 2.2	Vice Chair

The Vice Chair makes sure that if the Chair is unavailable that business is still carried out. In the event the Chair may need to step down the Vice Chair would step in. In addition, the Vice Chair may be assigned administrative or coordinating activities.

2.3   Secretary

The Secretary is responsible for maintaining the records of the student section and for ensuring that the membership information provided to the IMarEST Executive is accurate and thorough. The Secretary should be responsible for speaking directly with the IMarEST team at HQ who are there to help.

2.4   Treasurer

The Treasurer is responsible for maintaining the financial records of the student section and working with the mentor to look after any money needed/raised etc.

2.5   Web Editor

The Web Editor will be responsible for communicating with the support team at the IMarEST regarding content for their Student Section webpage, as well as managing the Student Section Nexus group/s and any additional social media channels used by the Student Section.

2.6   Possible Other Roles

Depending on the size of student section you might wish to create roles for people to undertake specific tasks or have specific responsibilities. These could include, for example:

- Membership/Recruitment
- Meetings/Lecture Programme
- Webinar development
- Tours/Site visits
- Competitions and Awards
- Social events
- Fundraising

3   Student Section Programme

3.1   Ideas for your programme

You will probably know what type of activities are best for your student members and what is going to help you find a job, raise some money or simply get people involved. Some ideas include:

- Q&A with lecturers to discuss topics that are not covered on your curriculum
- Lunch and Learn with PhD students, PostDocs, Senior Cadets and Apprentices
- Joint events with other relevant professional societies
- Talks from Alumni and industry professionals on opportunities available after graduation
- Talks on new engineering, science and technology developments
- Workshops on how to write a CV/Resume or how to interview for a job
- Presentations on law and policy
- Presentations on professional ethics
- Watch screenings of lectures (both live and recorded) on IMarEST TV

3.2   Communication Tips

3.2.1   IMarEST Social Media

Social Media is an excellent and cost effective way to promote your programmes and activities. By reaching out to others, social media allows you to

•   Communicate the excitement of both the marine sector and your student section

So if,

•   You get your student section set up on Facebook, LinkedIn, Twitter or whatever platform your students use locally, make sure you link to the IMarEST social media platforms in order to engage with the wider IMarEST community.

Facebook – Tag @TheIMarEST
Twitter – Tag and retweet @IMarEST
Instagram – Tag @theimarest

The IMarEST can get you set up with your own branded Facebook page where you can promote activities and events you are running. To set up your page, contact seayourfuture@imarest.org

3.2.2   Student Section Websites

The IMarEST will set up Student Section pages on our website and we will provide you the tools to enable the updating of this page. In addition, you will get your own Nexus group which you can use to engage with your section members but also the wider membership to share ideas. Your webpage will help you:

•   Increase communication & involvement among your own student section but also with the wider IMarEST membership and marine community
•   Offer greater visibility for activities and members
•   Provide additional means for promotion/marketing of publication, programmes and events
•   Help you to recruit volunteers and increase membership

Here are some ideas for content you might want to include in your webpage
•   Photos from events
•   Message from the Chair
•   Contact Information
•   Bios for committee members
•   Social Media links
•   Mentorship Opportunities
•   Event Calendar

You should choose content that would appeal to a wide audience, ranging from prospective students to industry professionals. This is a fantastic opportunity to showcase your student section. A well maintained site becomes a useful publicity tool, helpful in promoting

fundraising activities and networking with students, alumni, IMarEST members and other industry professionals.

For any help in editing your web pages contact support@imarest.org

3.3 How do I get people to attend our events and activities

You might wish to try the following:

- Social networking such as Facebook or the IMarEST's Nexus
- Direct emails over a week and another a couple of days before
- Reminders and follow-up – emails, social networking and in person
- Providing food!
- Raffles and competitions
- Word of mouth and getting support from key members of your college, university or company staff
- A friendly welcome for all at meetings – i.e. holding open meetings where others can attend and learn more about marine engineering, science and technology
- Flyers on student notice boards

3.4 What's the best way to ensure your Student section is a success?

- Establish a core team of enthusiastic students across years and potentially across disciplines
- After your first year of operation ask the existing committee members to mentor first-time volunteers
- List specific tasks, time and skills needed- organisation is key
- Document processes
- Give praise generously and make sure everyone is involved and appreciated
- Ensure you have meetings at regular intervals to share info
- Invest recruitment efforts in those in the 1st and 2nd years of courses
- Form committees for specific tasks
- Develop a fixed agenda for the year with dates
- Plan activities with dates at the beginning of the year. Without this, the section drifts.

4 Fundraising

4.1 How can I fund my Student Section?

Your IMarEST local branch has funding to allocate towards the establishment and running of your student section, and will be responsible for looking after any money you raise or spend. In the first instance please contact your local branch directly to talk about funding and what you might use funds for.

If you do not have a local branch linked to your university, college or company, or if you find that your branch doesn't have any funds or anyone to support you, please contact IMarEST HQ via seayourfuture@imarest.org for advice.

4.2 Raising Funds

You may wish to also try and raise additional money to support your activities, you could do this by:

•   Compiling a list of the businesses and organisations around your area to approach for funding - but make sure you know what you are asking for
•   Talk to everybody in your department, the local branch and within your section to identify contacts in these organisations – hopefully they can provide an introduction
•   Develop a basic 'script' to use when approaching potential funders
•   Reach out to local small and medium-sized businesses for sponsorship (money and in-kind support such as venue space, food, give-aways, etc for an event)
•   Thank sponsors publicly and feature their names/logos in printed and online material

But please check with your University (department & development office) and the IMarEST about guidelines/restrictions for contacting organisations for funding for student activities. Remember - a request from you might also interfere with the development of a long-term (or short-term) strategic request from other places within your organisation or from the IMarEST - it is REALLY important to check before you make approaches.

4.3 Managing Funds

Student Sections must carefully document all fundraising, your Student Section mentor should be able to advise on this should you need any guidance on how to do this.

Each Student Section should be responsible for establishing a practice to access its funds from its local branch. Usually, Student Sections request funds from their Student Section mentor, who approves requests on a case-by-case basis.

5 IMarEST Membership

5.1 IMarEST Student membership

IMarEST Student membership is open to all students (undergraduate and postgraduate), cadets and apprentices around the world. Additionally, all the members of your section should be studying subjects, working on, or have an interest in marine engineering, science and technology (rather than other subjects).

IMarEST membership is free to all students, cadets and apprentices and general student membership information is available at http://www.imarest.org/membership

5.2 IMarEST Student membership Benefits

As an IMarEST Student member you will get access to a variety of resources and support to help you prepare for your career. You can also use the post-nominals "SIMarEST" e.g. Jane

Student, SIMarEST, showing potential employers your early commitment to your personal development. Here is a list of all the benefits you can enjoy as an IMarEST Student member:

- **Digital subscription to The Marine Professional magazine** - Our monthly membership magazine, covering hot topics, industry trends and interviews across the marine sector.
- **Access to the Virtual Library** - Consisting of a searchable Digital Archive of IMarEST published material from the past 120 years, downloadable eBooks and access to thousands of academic journals, news articles, trade magazines and market reports via the Discovery Service.
- **Access to IMarEST TV** - View talks on cutting edge technology and research through live-streams and full recordings (via the web and offline via the app) of IMarEST technical lectures, conferences and other events from across the globe. They also contribute to your initial and continuing professional development (ICP/PD).
- **Access to IMarEST Nexus** - Nexus is our members-only professional network, integrated into the IMarEST website. Featuring a jobs board and member directory, Nexus allows you to connect, network and collaborate with others. You can create and join working groups, post events, exchange files, photos and media and just generally keep in touch with IMarEST members located across the globe.
- **Join a technical Special Interest Group** – Learn more about current industry developments in a variety of specialist areas relating to marine engineering, science and technology by participating in our Special Interest Groups (SIGs).
- **Enjoy member discounts on IMarEST journals, events, books & MLA College distance-learning programmes** - You can get discounted subscriptions to the Journal of Operational Oceanography and Journal of Marine Engineering & Technology, and member discounts for various events, books and MLA College distance-learning programmes.
- **Apply for free student places at IMarEST events** - Some IMarEST events will offer free places for undergraduates, postgraduates, cadets, apprentices and trainees.
- **Apply for funding and bursaries** - Our funding programme nurtures marine engineering, science and technology talent - apply for student bursaries and grants to conduct research, attend conferences or gain experience.
- **Access local branch activities** - Your local branch is a great way to establish and grow your network in the marine industries. You can develop links with other organisations and share your own knowledge, as well as learn from others.
- **Ask IMarEST** - This is a member query service where we will help to answer any technical questions you may have relating to marine engineering, science and technology.
- **Exclusive member rewards** - As a member, you can take advantage of a range of discounts, including discounts on travel services, meeting room hire and leading hotel chains.
- **Publishing opportunities in journals and on the IMarEST website** - You can submit your research for peer-review and publication, either as short technical articles for the website, or as full submissions to our technical journals.
- **Apply, or nominate others, for awards** - Our awards programme recognises excellence and outstanding contribution in marine engineering, science and technology.

- **Join a local branch committee** - Get involved and enable branch activities in your area to benefit your fellow marine professionals and inspire the next generation. This will contribute to your initial/continuing professional development (IPD/CPD) and you will develop links with your peers, various organisations and government, as well as gain new skills outside of your job.

5.3   IMarEST Graduate Pathway

The IMarEST has launched a graduate pathway to help Student members progress from Student members to Associate members. Graduate members will receive the benefits available to Associate Members to support them in the early stages of their careers at reduced incremental rates for the first four years of their career.

More information can be found at https://www.imarest.org/membership/education-careers/seayourfuture/graduatepathway

5.4   IMarEST Student Recruitment Kit

Tools and information can be found on the Sea Your Future section of the website and in the branch toolkit.

6   Appendices

6.1   Student section checklist

❏ Apply for an IMarEST Student Membership.
❏ E-mail seayourfuture@imarest.org with all the information to start a Student Section at your University
❏ IMarEST will allocate a suitable mentor from your Local Branch
❏ Your Local Branch mentor will make contact and assist in establishing of the Section.
❏ Receive contact information for mentor in Local Branch.
❏ Receive informal approval to begin creating a Student Section.
❏ Receive Student Section Guide.
❏ Contact your Academic Department and/or Student Union with your declaration to start an IMarEST Student Section and receive their guidelines/requirements.
❏ Appoint your committee members – Chair, Vice Chair, Secretary and Treasurer
❏ Set up your Student Section Nexus page

6.2   Suggested Student Section Activities

- Invite an IMarEST guest speaker to give a careers talk
- Attend your Local Branch meetings and events
- Arrange a tour of local shipyards, marinas, ports

- Organise or participate in local community service events related to the marine industry
- Field trips to museums, conferences, events
- Discuss current maritime news/events
- Invite a lecturer to present their research
- Hold student paper nights
- Study recent IMarEST publications and journals
- Host CV/Resume writing workshops
- Student profile posters – create posters explaining individual's experience doing a marine engineering/biology/other degree to promote marine careers
- Submit work to be published in the Marine Technical Notes journal
- Study sessions
- 'Meet the grads' – hold an event where recent graduates can come and talk about their careers and offer their advice
- Invite a friend – invite a friend to learn more about marine careers
- Book Club
- Mock Interviews
- Job Hunts – attending networking events/careers fairs
- Blogs
- Professional lunches – invite professionals from various marine fields to speak to students during lunch
- Graduation Celebration

6.3   Rules for IMarEST Student Section

Article I: Membership

All Student Section members must be IMarEST Student Members and fulfil any affiliation requirements established for the particular student section.[1]

Article II: Student Section Committee

Each Student Section shall normally have a Student Section Committee to manage and arrange its activity. The number of committee members and their particular responsibilities will be agreed based on the particular needs of the individual student section but most will likely include Chair, Vice-Chair, Secretary, Treasurer and Web Editor positions.

Only members of a given Student Section are eligible to serve on its Committee, and may not be on the committee of another Student Section at the same time.

Student Section Committee Members shall normally serve terms of one year but are eligible for reelection

If more than one member of the Section is interested in a particular Student Section Committee position, an election in which all of the student section's members are eligible to vote, will be held.

Article III: Reporting

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[1] Note most student sections are affiliated with a particular university or universities or with one or more specified apprentice or cadet schemes.

All Student Sections are required to maintain records of all monies received and expenditures made. This information, along with a brief summary of activity undertaken during the past year, should be submitted annually to [HQ/Student Section Mentor/Local Branch] no later than 31 October.

6.4   Student Section Logo

IMarEST student section logo

6.5   Industry Contact Information

You can access the Marine Directory through the IMarEST website here – https://www.imarest.org/marinedirectory, this lists the companies and organisations that directly support the IMarEST.

6.6   IMarEST Contact Information

Sea Your Future/General Enquiries
Betsy Faumuina
Anastasia Finch
Alex Hammond
seayourfuture@imarest.org

IT/Web support
Daniel Stoker
support@imarest.org

Membership

6.7   Resources

IMarEST Strategic Plan: 2018-2022

Strategic Plan 2018-2022

Sea Your Future: A Guide to Marine Careers
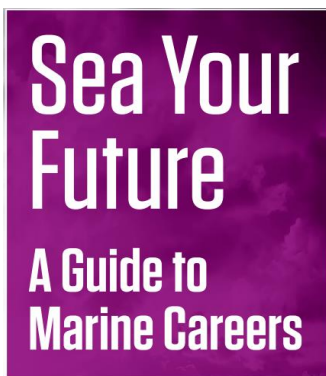
Sea Your Future Careers Guide

Guide to Professional Registration

Apply for Professional Registration
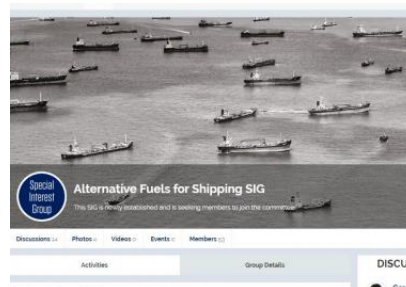
Funding and Grants

Funding and Grants

Graduate Pathway

Graduate Pathway Brochure

Nexus

Getting Started with Nexus

IMarEST TV

IMarEST TV

Member Benefits

Member Benefits

Jobs Board

Jobs Board