

Sea Your Future

IMarEST Student Section Guide

Prepared by IMarEST September 2024
Version 1.0

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IMarEST Student Sections

1 Introduction

1.1 What is a Student Section?

A Student Section is a group of students, apprentices or cadets that actively organise activities to help their peers connect with the marine and maritime industry. A Student Section should work to achieve the following:

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

Are you an IMarEST student member who wishes to develop activities for your peer group? This guide will help you establish a Student Section and is a source of ideas for activities. Your IMarEST Student Section can adopt your own procedures and practices to suit the needs of your Section. You are encouraged to develop, share, and learn best practices through IMarEST Connect, which can supplement this guide.

An IMarEST student member can create a Student Section from scratch, or if there is a pre-existing society in your organisation/university you may wish to partner that society with the IMarEST.

For societies interested in partnering with the IMarEST to become a Student Section, please contact seayourfuture@imarest.org.

1.2 What type of activities can IMarEST Student Sections do?

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

- Organise technical presentations, lectures, or webinars with other students, lecturers, researchers, companies or other professionals in the marine industry;
- Skills development workshops, some topics you might want to cover include mock interviews, CV/cover letter writing, communication, teamwork, leadership etc;
- Joint events with your local branch, other IMarEST Student Sections or other relevant professional societies such as networking events, technical lectures etc;
- Attend your local branch meetings and events;
- Outreach activities to local high schools to promote STEM subjects; or
- Participate in local community service events related to the marine industry.

1.3 Starting an IMarEST Student Section

What do I do next?

1. Find five or more existing student members or students/cadets/apprentices 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, scientists, and technologists over a mix of years

2. If your future Student Section members are not already members of the IMarEST, have each of them complete the application for free membership at: <https://www.imarest.org/membership/student.html>.
3. Contact IMarEST on membership@imarest.org with the following information:
 - What you wish to call your Student Section (usually the name of your organisation or university)
 - Your name and email address
 - The name of your college, university, or organisation
 - Names of your Student Section members (minimum five)
4. The IMarEST will then connect you with your local branch who will allocate you a Student Section Mentor (SSM) and help you set up your Student Section.

Your SSM will be a member of your local IMarEST branch committee – in nearly all situations this will be the student and early career representative.
5. Once your Student Section has been confirmed, email seayourfuture@imarest.org to set up a Connect group and webpage. Marketing can then help to provide ideas for content for your webpage. (See Web Development section for more information on Connect).
6. Set up a committee, hold your first meeting, and start planning your activities (See Committee section for more information on committee positions).

1.4 What should your Student Section Mentor (SSM) do?

The Student Section Mentor should:

1. Be the liaison between the branch members and your Student Section.
2. Help you manage your finances.
3. Ensure engagement with local branch activities.
4. Create professional awareness in each member of the section which will inspire them throughout their career and how IMarEST can support them along their journey.
5. Ensure that the activities and programmes of the student section are appropriate and in line with the IMarEST mission and vision.

Your Mentor should also be willing to help you to:

- Form your Student Section committee 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.
- Make connections with local employers and seek sponsorship for events.
- Work with existing student members at the university, college, or organisation to encourage other students on relevant programmes to become involved in their IMarEST Student Section as an initial step in their programme of professional development.

2 Committee

Student Sections are not required to abide by any strict rules or structure; however, a Student Section must consist of a committee (of minimum five people) to ensure that activities are undertaken regularly and to enable your peers to gain some experience of committee membership and roles – something great to add to your CV/resume.

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

2.1 Chair

The Chair is responsible for the organisation and successful operation of the Student Section, it is their responsibility to preside 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.

2.5 Content Coordinator

The Content Coordinator 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 Connect group/s and any additional social media channels used by the Student Section.

2.6 Possible Other Roles

Depending on the size of the 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
- Funding

3 Student Section Communication

3.1 Communication Tips

3.1.1 IMarEST Social Media

Social media is an excellent and cost-effective way to promote your programmes and activities. By contacting others, social media allows you to communicate the excitement of the marine sector and your Student Section.

You can get your Student Section set up on Facebook, LinkedIn, X 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

3.1.2 Student Section Websites

The IMarEST will set up Student Section webpages on our website. If you have content you would like to add to your webpage, contact marketing@imarest.org and the IMarEST marketing team will update your webpage. In addition, you will get your own Connect 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 marketing@imarest.org.

3.2 How do I get people to attend our events and activities?

You might wish to try the following:

- Social networking such as LinkedIn, Instagram or on IMarEST Connect;
- 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.

3.3 What's the best way to ensure your Student Section is a success?

- Establish a core team of enthusiastic students across years and 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;
- Engage and learn from other Student Sections on Connect;
- 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 Funding

4.1 How can I fund my Student Section?

Your IMarEST local branch has access to funding for early career activities which can include the establishment and running of your Student Section. Your local branch will be responsible for looking after any money you request and spend. In the first instance please contact your local branch directly to talk about funding and what you might use the funds for.

If you are unable to secure funding through your local branch, please contact IMarEST HQ via membership@imarest.org for advice.

4.2 Managing Funds

Student Sections must carefully document all money spent; 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, apprentices and cadets around the world. Additionally, all the members of your Student 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, apprentices and cadets 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:

Student Membership (Free for students, apprentices and cadets)	IMarEST Student membership is free if you are a student (undergrad, postgrad, PhD), cadet or apprentice. Postnominals of 'SIMarEST' boosts employability.
Early Career Associate (Discounted membership for five years)	After you finish your degree or certificate and you start working, you are now an early career associate which gives you access to a discounted member rate for the next five years. Year 1 – 80%; Year 2- 60%; Year 3- 40%; Year 4- 20%, Year 5 – 0% (full paying member)
Continuing Professional Development Opportunities	IMarEST has a range of CPD opportunities which are discussed in detail below. E.g. awards and funding, technical activities, resources, publishing opportunities.
Networking Opportunities	Our networking platform IMarEST Connect, as well as the networking opportunities Branches, and the Special Interest Groups (SIGs), give students the opportunity to connect with the wider industry and professionals worldwide.
Resources	Students can access IMarEST TV, IMarEST Library, and the two IMarEST journals. You can access previous webinars and events, papers and proceedings, and peer-reviewed technical papers relevant to your topic.
Marine Professional and Technical Newsletters	Students receive the quarterly technical magazine, Marine Professional, and weekly technical newsletters to keep up to date with the latest news in the industry.
Publishing Opportunities	Students have the opportunity to publish in Transactions (our in-house journal), write a blog for our website or write an article for the Marine Professional.
Awards and Funding	The IMarEST has awards and funding for students, apprentices and cadets. Apply to Student Bursaries (ongoing deadline), £750 bursary from our Guild of Benevolence fund or the David Henderson Inspiring Journey (which has been won by students 2 years running).
Technical Activities	Students can get involved with the work of the Branches and the SIGs by helping draft and review technical reports, white papers and policy submissions. These volunteering opportunities are a great way to boost employability.

5.3 IMarEST Early Career Associates

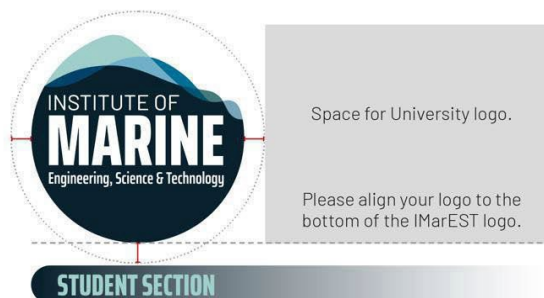
The IMarEST has launched an Early Career Associate pathway to help Student members progress from Student members to Associate members. Early Career Associate members will receive the benefits available to Associate Members to support them in the early stages of their careers at reduced incremental rates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

More information can be found at <https://www.imarest.org/membership/early-career-associates.html>

5.4 IMarEST Student Branding Kit

To request your Student Branding Kit please email marketing@imarest.org. An example of a Student Section Logo is below.

IMarEST student section logo



6 Appendices

6.1 Student Section Checklist

- ✓ Apply for an IMarEST Student Membership.
- ✓ Contact your Academic Department and/or Student Union with your declaration to start an IMarEST Student Section and receive their guidelines/requirements as well as formal approval.
- ✓ Get at least five other students to join your Student Section.
- ✓ E-mail membership@imarest.org with all the information to start a Student Section at your university, college, or organisation.
- ✓ IMarEST will connect you with your Local Branch and your Branch will nominate you a Student Section Mentor. Your Local Branch Mentor will assist in establishing the Section.
- ✓ Receive formal approval to begin creating a Student Section.
- ✓ Set up your Student Section Connect page, webpage and request your Student Section Branding Kit by emailing marketing@imarest.org.
- ✓ Hold your first meeting to appoint your committee members – Chair, Vice Chair, Secretary, Treasurer and Content Coordinator.

6.2 Rules for IMarEST Student Section

Article I: Membership and Code of Conduct

All Student Section members must be IMarEST Student Members and fulfil any affiliation requirements established for the Student Section.

All members of the IMarEST must adhere to the IMarEST's [Code of Conduct](#).

Article II: Student Section Committee

Each Student Section shall have a Student Section Committee to manage and arrange its activity. The number of committee members and their responsibilities will be agreed based on the particular needs of the individual Student Section, but most will include Chair, Vice Chair, Secretary, Treasurer and Content Coordinator 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 may, however, serve on a local IMarEST Branch Committee.

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

All Student Sections are required to maintain records of all monies received and expenditures made. This information, along with a summary of activity undertaken during the past year, should be submitted annually to Student Section Mentor/Local Branch no later than 30 September.

6.3 IMarEST Contact Information

Membership

Membership@imarest.org

General Enquiries

seayourfuture@imarest.org

IT/Web Content/Connect

Marketing@imarest.org

6.4 Resources

**IMarEST Strategic Plan:
2022-2025**



[Strategic Plan 2022-2025](#)

Sea Your Future:



[Sea Your Future](#)

**Guide to Professional
Registration**



[Apply for Professional
Registration](#)

Funding and Grants



[Awards and Funding](#)

Early Career Associates



[Early Career Associates](#)

IMarEST Connect



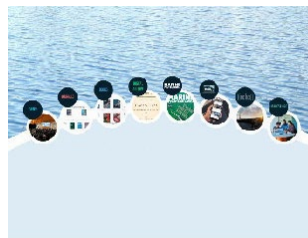
[Connect](#)

IMarEST TV



[IMarEST TV](#)

Member Benefits



[Member Benefits](#)

Jobs Board



[Jobs Board](#)