

How to join a Special Interest Group

A step-by-step guide to joining a CIBSE Special Interest Group





Joining a Special Interest Group

Access or create your account

- 01** Log into your MyCIBSE account via cibse.org and click Login in the top right corner, near the search bar. You can also create an account via this route.

Certification 

Login 

Search



Policy & Insight ▼

What's On ▼

Get Involved ▼

Contact membership@cibse.org for assistance accessing your account.



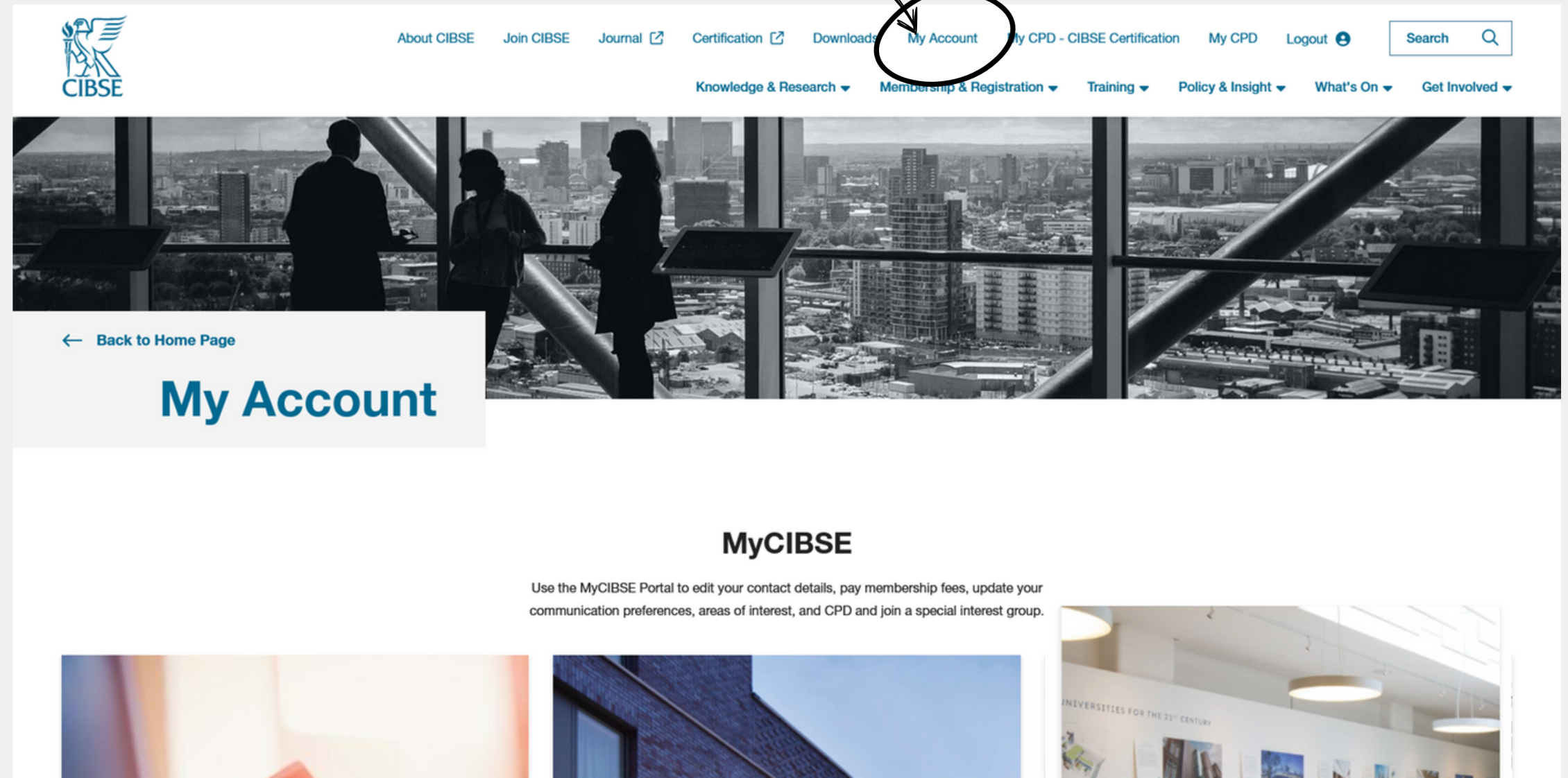


Joining a Special Interest Group

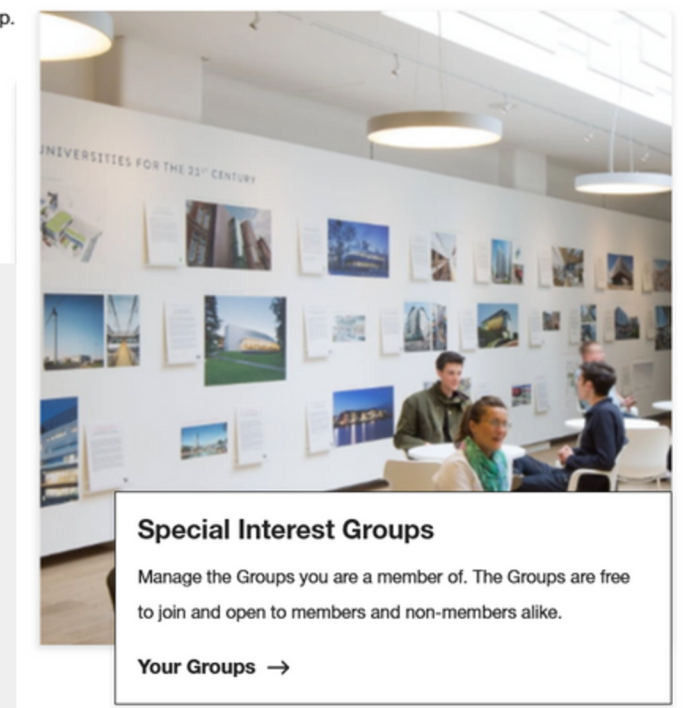
Find your account settings

To update your groups you need to find the “My Account” page.

01 Select 'My Account' from the top menu



02 Scroll down the page to find Special Interest Groups





Joining a Special Interest Group

Select your Group(s)

Choose which group(s) to join and tick the box next to the name.

01

- ☐ ASHRAE Group
- ☐ Building Simulation Group
- ☐ Heat Networks Group
- ☐ Data Centre Group
- ☐ Daylight Group
- ☐ Electrical Services Group
- ☐ Energy Performance Group
- ☐ Facilities Management Group
- ☐ Healthcare Group
- ☐ Heritage Group
- ☐ Homes for the Future Group
- ☐ HVAC Systems Group
- ☐ Intelligent Buildings Group
- ☐ IT and Controls Group

01

Tick the box next to the name of the Group(s) and Networks you wish to join

02

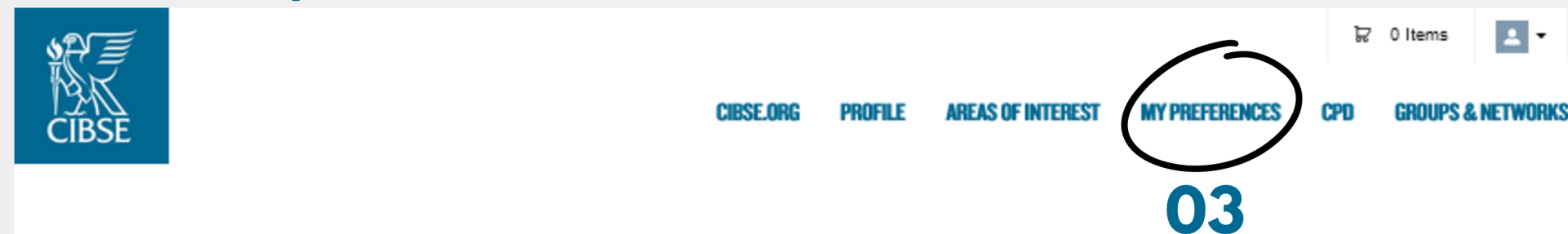
Scroll down and click “Submit”

03

Click on “My Preferences” at the top of the page

Submit

Computer view



Mobile view





Joining a Special Interest Group

Check your preferences

Click on “My Preferences” at the top of the page.

This is to ensure you receive communication about upcoming events and messages from the Group(s) you selected.

The screenshot shows a form titled 'Communication Methods' and 'Communication Preferences'. The 'Communication Methods' section has four checkboxes: 'Email' (checked), 'Post', 'Phone', and 'SMS'. The 'Communication Preferences' section has a list of checkboxes: 'CIBSE ENewsletter', 'CIBSE Journal ENewsletter and webinars', 'Your region', 'Society of Digital Engineering', 'Society of Façade Engineering', 'Society of Light & Lighting', 'Your Groups & Networks' (checked and circled in blue), 'Society of Public Health Engineers', 'Institute of Local Exhaust Ventilation Engineers', 'National events', 'Awards', 'Membership upgrades and offers', 'Training', 'Certification', 'Jobs', 'Additional CIBSE and CIBSE Services Ltd services and products', and 'Journal and Event Partners'. A blue arrow points from the 'Your Groups & Networks' checkbox to the right. Another blue arrow points from the 'Email' checkbox to the right. A third blue arrow points from the 'Submit' button (circled in blue) to the right.

01 Ensure that one of the Communication methods are ticked

02 Ensure that “Your Groups & Networks” is ticked

03 Submit your preferences





Do you need any assistance?

Email groups@cibse.org

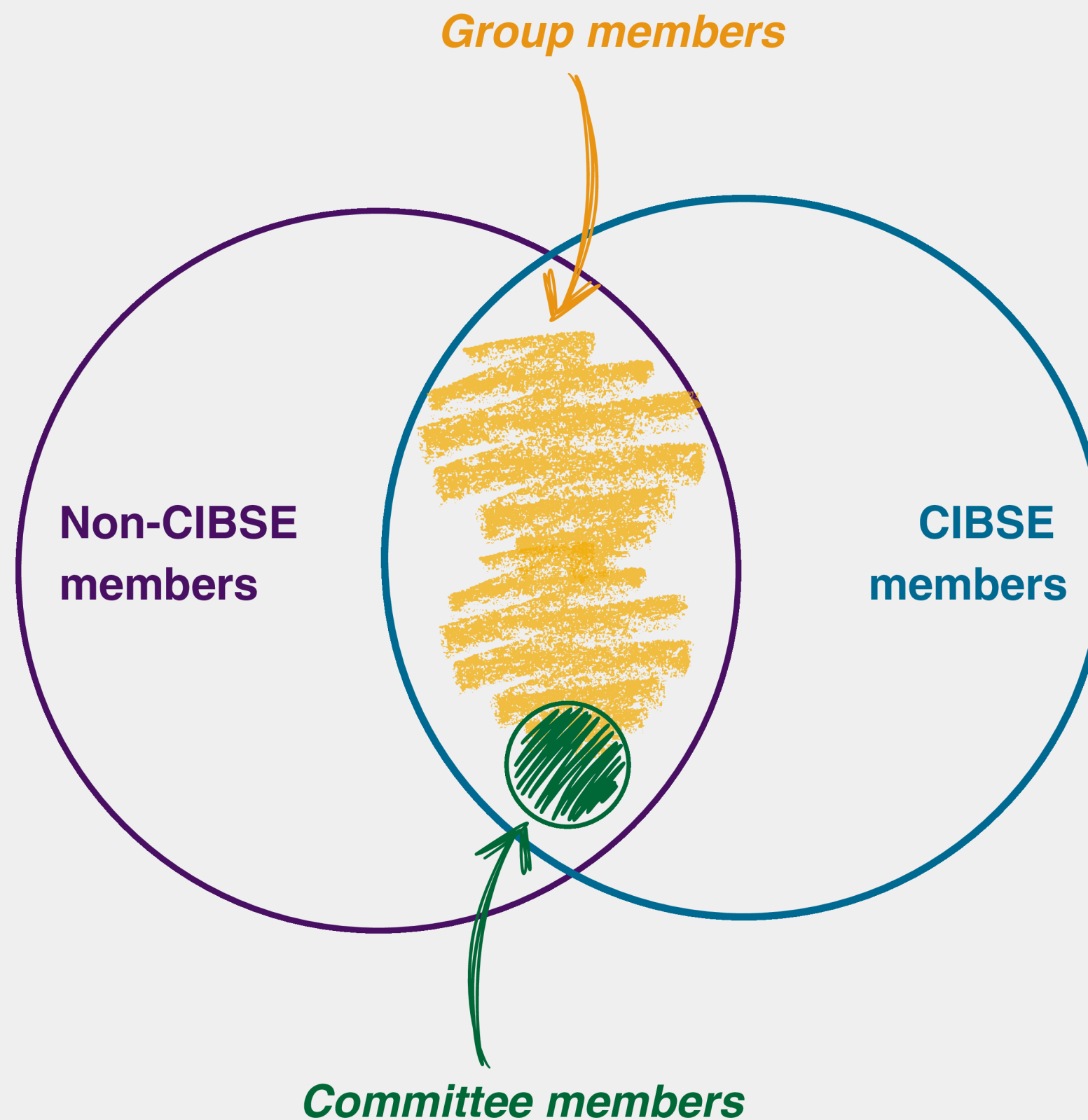


Keep reading to find out how you can join the Special Interest Group committee.



Defining Group Membership

Group members may or may not be members of CIBSE. They sign up to be a member via the CIBSE website. Members of the Special Interest Group can also nominate themselves to join the committee.



Committee Members

All voting members are elected prior to the Annual General Meeting (AGM) by members of the Group.

Officers

A collective noun for Chair, Vice-Chair, Secretary and Treasurer. These roles have specific duties as defined by CIBSE.



Chair

The Chair oversees the activities of the Group. They also have the deciding vote in committees' voting matters.



Vice-Chair

The Vice-Chair provides support to the Chair and assumes the Chair's role in their absence.



Honorary Secretary

The Secretary completes the committee's administration and advises the Chair on governance.



Honorary Treasurer

The Treasurer looks after the budget and works with CIBSE staff to ensure invoices are issued/paid.



Elected members

There are multiple elected members who may take on a specific role within the committee or 'float' between different tasks.



Co-opted members

Added at anytime throughout the year, these members cannot vote at committee meetings. They may take on a specific role within the committee or 'float' between different tasks.

Announced at each AGM, these members have voting rights on committee matters.

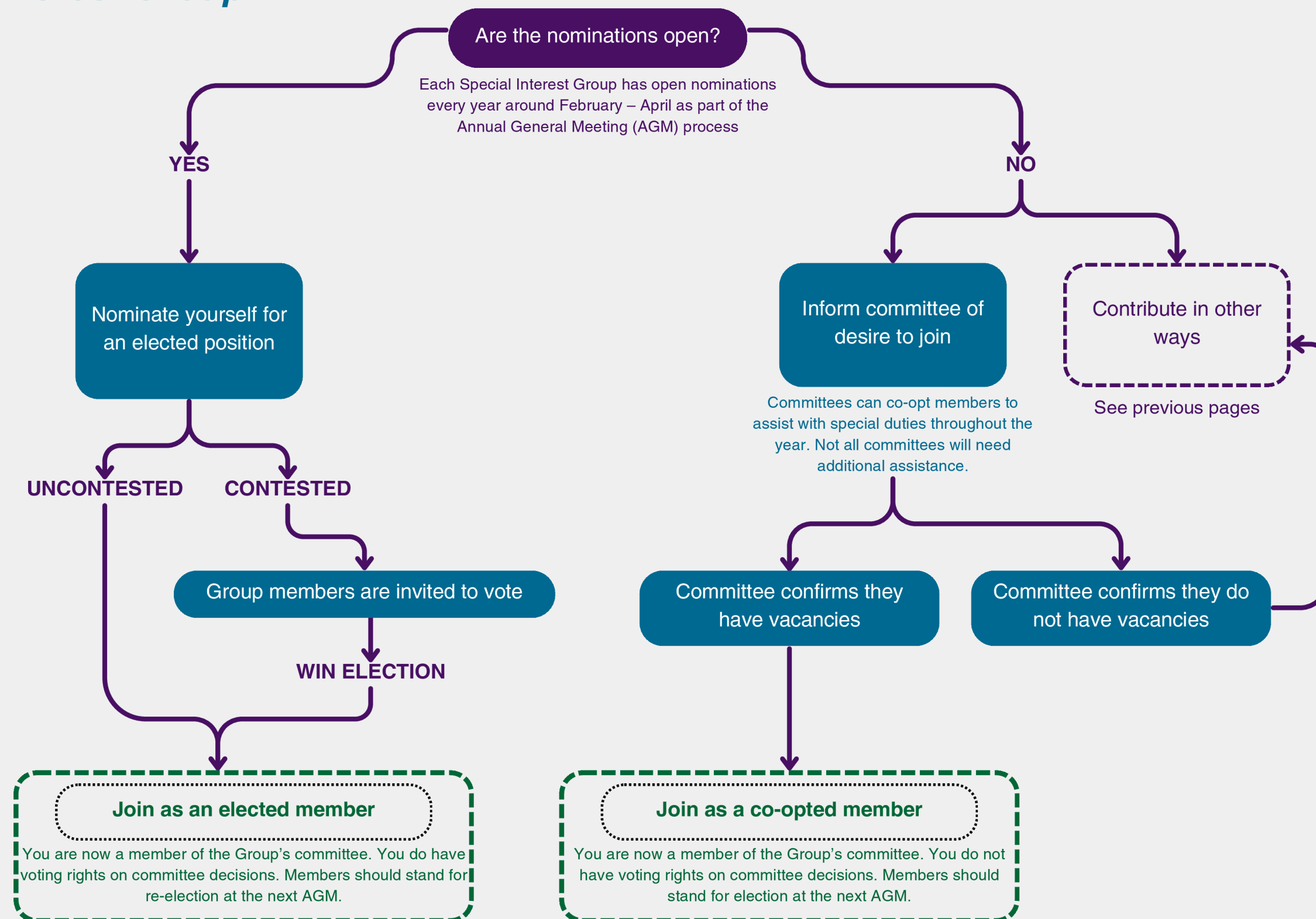




Contributing to a Special Interest Group

Joining the committee

Follow these steps to join the Special Interest Group committee. You must be a member of the SIG to join its committee.





Do you have any questions?



Email groups@cibse.org

