

YEA's Guide to:

Being a YEA Representative



1. Introduction

Engineers Australia values the input and views of its Young Engineers who make up over 50% of the organisation's membership.

2. Current YEA Representatives

YEA have representatives on various groups including:

- College Board Representatives
- Technical Society Representatives
- Regional Group Representative

3. Role and Responsibilities of YEA Representatives

YEA Representatives provide a vital link between Engineers Australia's young members and the senior members of the group/committee. YEA representatives ensure that the particular group/committee they sit on are informed on the views of young engineers are incorporated in an essential aspect of Engineers Australia's activities.

The role of YEA Representatives is to:

- promote the interests and activities of YEA specifically, and all young engineers more generally by providing the Group/Committee with regular updates on relevant activities and issues;
- communicate information on the Group's decisions, activities and services to YEA and young engineers;
- act as a point of contact for all young engineers who wish to know more about the Group being represented;
- facilitate links between the Group being represented and other Colleges, societies and groups (including YEA) within Engineers Australia, as well as relevant external groups;
- identify opportunities for young engineers to be involved in the Group's activities.

The responsibilities of YEA Representatives are as follows:

- Attend nominated Group/Committee meetings and present reports as required;
- Provide the YEA National Committee (YEANC) with regular written reports on the Group/Committee. Reports should come out within one month of the meeting being held. The number of reports will depend on the frequency and dates of the meetings. Typically this would be every 6 months. Where possible reports should be written to coincide with the YEA national meetings.
- Make your contact details available to Engineers Australia's members and young engineers more generally (eg. through the YEA public website). This will provide an

avenue for members and young engineers to pass on issues for your information and/or discussion with the Group/Committee.

In addition, you will be appointed to the YEANC as a YEA Corresponding Member. Corresponding Members receive all formal YEANC material (eg. meeting agendas, minutes, resources etc). This will ensure you remain up-to-date on relevant issues for young engineers.

4. Selection Criteria for YEA Representatives

To become a YEA Representative, you must meet the following criteria.

Essential Criteria

- Membership of Engineers Australia as a 'young engineer' (under the age of 35 years, or within 4 years of graduation if over the age of 35);
- A commitment to advancing the engineering profession;
- Strong communication (written and oral) and people skills; and
- Knowledge of the purpose of Engineers Australia and its groups, especially YEA.
- Willingness to dedicate the time to prepare, attend and report on meetings as the YEA representative and to be the young engineer liaison for the specific Special Interest Group.

Desirable Criteria

- one or more years of professional engineering experience in an engineering field;
- an academic qualification in an engineering field;
- previous participation in Engineers Australia and/or YEA;
- knowledge of, and ability to, discuss current professional engineering issues such as diversity, ethics, communication and environmental sustainability;
- knowledge of, and ability to, discuss contemporary Australian political, sociological, technological and economic trends;
- a record of voluntary contribution and demonstration of community spirit;
- knowledge of the purpose, structure, processes, policies, code of ethics and history of Engineers Australia;
- demonstrated ability to motivate and organise people, especially young people; and
- demonstrated initiative, creativity and time management skills.

5. Selection Process

When YEA Representative positions become available, the YEANC is responsible for identifying and nominating suitable applicants from within the Divisions they represent.

Nominated applicants identified are required to submit the following information:

- **Applicant Details**
- **Resume**
- **Supporting statement - addressing why the applicant would be the best person for the position and what the applicant will do if they are successful in obtaining this position.**

This information is then circulated to the YEANC and a formal vote is taken either via e-mail, teleconference or at a face-to-face meeting of the Committee. Votes are tallied by the YEA Coordinator. In the event of only one nomination being forthcoming the vote is not declared unanimous, and the nomination will be taken on its merits. If no suitable candidates apply, a further call for nominations will be provided. In the event of a tied vote, the Chair of YEANC will make the casting vote.

The Chair of YEANC will inform the applicants of the outcome of the vote. The YEA Coordinator will then confirm the appointment with the College Administrator, and update YEANC Contact Lists as required.

6. Support provided by YEANC

YEANC is supported by Engineers Australia through the YEA Coordinator, part of the Engineering Practice team within Engineers Australia's National Office.

YEANC and the YEA Coordinator provide the following support for YEA Representatives:

- copies of YEANC meeting minutes and agendas;
- resources and reference documents;
- invitations to participate in YEANC meetings, where relevant;
- copies of resource papers;
- opportunities to comment and contribute to YEANC activities;
- inclusion in the e-mail group for regular updates;
- day-to-day support and
- other support as required.

The YEA Coordinator can be contacted as follows:

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