



ENGINEERS  
AUSTRALIA

## ENGINEERS AUSTRALIA'S BRANCH COMMITTEE MEMBER ROLE STATEMENT

<b>POSITION</b>	Branch Committee Member
<b>POSITION DESCRIPTION</b>	Office Bearer (Volunteer)
<b>RESPONSIBLE TO</b>	Relevant Engineers Australia College Board, National Committee, College National Committee, Special Interest Group/Centre National Committee.
<b>ELIGIBILITY</b>	Must be a Graduate, Member, Fellow, or Honorary Fellow. In some circumstances Student members will also be eligible.
<b>TERM</b>	Two (2) years. May be re-elected or re-appointed for further consecutive terms up to a maximum of 6 years.
<b>TIME COMMITMENT</b>	80-200 hours each year
<b>ROLE</b>	<p>Branch Committees work with employees in a shared leadership model and undertake a significant number of activities to achieve Engineers Australia's Strategic Directions and Plan. All members of a Branch Committee are expected to:</p> <ul style="list-style-type: none"><li>• Be an ambassador for Engineers Australia and support its Strategic Directions.</li><li>• Undertake assigned activities by agreed dates to the best of their ability.</li><li>• Contribute their expertise, experience, and skills to the activities of the Branch and Division.</li><li>• Constructively suggest areas for improvement and assist where appropriate.</li><li>• Represent and promote Engineers Australia and its College externally at business and professional events.</li><li>• Foster opportunities for collaboration and joined up planning with other groups within EA, e.g. other College Branches, Technical Societies.</li><li>• Have a vision for appropriate new activities.</li><li>• Report on activities that are under your leadership.</li><li>• Follow all applicable policies, procedures, and management instructions as they exist from time to time.</li><li>• Meet WHS obligations and responsibilities.</li></ul>
<b>KEY OBJECTIVES</b>	<ul style="list-style-type: none"><li>• Develop, in collaboration with the Division GM and the Professional Development Team, an annual plan in accordance with guidelines provided by the College, including appropriate metrics to reinforce Engineers Australia as the home for CPD delivery and member engagement.</li><li>• Deliver in collaboration quality events befitting the organisation and monitor the effectiveness of these activities and continuously improve events based on feedback provided.</li></ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the Division and/or College, develop a policy or position statement on a local issue of importance.</li> <li>• Support the organisation by making nominations to office bearer positions, awards, and other internal programs.</li> <li>• Encourage eligible candidates for national office bearer positions (in particular, for positions on the College Board).</li> <li>• Communicate and collaborate with other Branches and the Division committee.</li> <li>• Refer membership growth opportunities to the Division for follow up and action.</li> <li>• Promote learned society activities emanating from a national level such as eminent speaker tours, conferences, and symposiums.</li> <li>• Ensure that the interests of the College are represented at Division Committee and in other activities within the Division</li> <li>• Provide reports on Branch activities and outcomes to the College Board as requested.</li> </ul>
<p><b>SENIOR OFFICE BEARER POSITIONS</b></p>	<p>Elect Branch Committee members to fill the Branch Chair and Deputy Chair positions.</p>