



ENGINEERS  
AUSTRALIA

# Division Committee

## Position Description

1. Position title: Division Committee member
2. Classification: Volunteer / Office Bearer
3. Work unit: Division of membership
4. Responsible to: Engineers Australia Board (in the context of the Royal Charter, By-laws and General Regulations 2016)
5. Purpose: Division Committee members lead the strategic direction of the Division in a shared leadership model with Division management to ensure it carries out the functions prescribed in the Engineers Australia General Regulations 2016.
6. Term: 2 years. May be re-elected or re-appointed for two further consecutive terms (dependent on previous terms served).
7. Tenure: 1 January – 31 December
8. Time commitment: 50-150 hours per year
9. Responsibilities:
  - a) Provide leadership and direction in the Division consistent with Engineers Australia's Strategic Priorities and volunteer obligations
  - b) Initiate and support local programs to provide improved services to members in the Division, appeal to new members and advance the engineering profession
  - c) Represent Engineers Australia in public forums and media opportunities consistently with Engineers Australia's policies
  - d) Adhere to the Office Bearer Code of Conduct (Attachment A), follow applicable Engineers Australia policies and procedures, and meet WHS obligations and responsibilities
  - e) Elect a delegate to Congress in accordance with regulation 6.39
  - f) Any other function conferred on a Division Committee by Engineers Australia's General Regulations or by a resolution of the Board

## Schedule 4 Office Bearer Code of Conduct

(regulation 2.20)

The Board requires the holder of any office in Engineers Australia to:

*Act in the interests of the organisation as a whole.*

1. support and work with Board, other office bearers and staff to achieve Engineers Australia's objects and purposes, and support the strategic plan
2. keep informed about the organisation, comply with the current policies and procedures of Engineers Australia and undertake training when provided
3. act with honesty, in good faith, with reasonable care and in the interests of the organisation, and so as to uphold the good reputation of Engineers Australia

*Work cooperatively with others.*

4. contribute actively to their committee or group, using Engineers Australia resources properly, effectively and efficiently
5. make decisions and set goals consultatively and collectively, based on relevant information, proper analysis and management of risk
6. listen to others and communicate in an impartial, helpful and positive way, and treat all members of the engineering team, members of Engineers Australia, other office bearers and staff equitably and with respect, trust and courtesy

*Act lawfully and within authority.*

7. only make public statements or act on behalf of Engineers Australia with proper authority;
8. protect the privacy and confidentiality of Engineers Australia information
9. not make improper use of Engineers Australia information or property for personal benefit or advantage, and disclose and take reasonable steps to manage any conflicts of interest in committee discussions, decision-making and appointments
10. act in accordance with the Charter, By-laws and the Regulations of Engineers Australia
11. not act in office with a conflict of interest in respect of that office
12. comply with any lawful and reasonable direction given by Engineers Australia office bearers or staff who have authority to give direction