

## **Engineering Heritage Australia: Roles and Responsibilities**

### **Document purpose**

The purpose of this document is to outline the roles and responsibilities of members of the Engineering Heritage Australia (EHA) National Committee. The document also provides a description of the time commitment required and the knowledge and experience criteria used when assessing Expressions of Interest for appointment to the EHA National Committee.

### **EHA's purpose and vision**

EHA's purpose is to oversee and contribute to the development of the 'Heritage and Conservation' special area of engineering practice. This includes facilitating training and supporting the continuing professional development of Heritage and Conservation Chartered engineers.

EHA also has carriage of Engineers Australia's concerns for the heritage and history of Australia's engineering, industrial and technological achievements and provides leadership in their recognition, protection, conservation and recording.

As Engineers Australia's peak heritage body, EHA manages several Australia wide programs and provides leadership and guidance to its Branches located in each across Australia.

EHA's vision is to be recognised as the expert group for the leadership, policy and practice of heritage and conservation engineering and for information and advice on all aspects of Australian engineering heritage and history.

### **EHA National Committee roles**

#### Chair

The Chair of the EHA is elected by the sitting National Committee members. The appointment is for a two-year term. The role of the Chair is outlined in the Position Statement:

#### Deputy Chair

The Deputy Chair assists the Chair with the management of the Committee. The role of the Deputy Chair outlined in the Position Statement.

#### Committee Members

EHA's activities include ongoing programs, strategic plan initiatives and collaboration with EHA Branch Committees. All National Committee members are expected to:

- contribute to EHA standing and/or project-based sub-committees
- undertake activities in the agreed timeframe to the best of their ability
- contribute their knowledge, expertise and experience to the activities of the Committee
- evaluate plans and activities constructively, suggesting areas for improvement and assisting where appropriate

- be ambassadors for Engineers Australia and promote Engineers Australia and EHA externally at business and professional events
- foster opportunities for collaboration with other groups within Engineers Australia.

### **Committee Member responsibilities**

The following responsibilities need to be considered when submitting an expression of interest for a position on the EHA National Committee. Responsibilities are:

- you are available for EHA National Committee meetings, currently being held four times per year by videoconference, with additional meetings as required
- you are interested in; and are committed to actively contributing to EHA's ongoing programs, strategic plan initiatives and collaboration with EHA Branch Committees
- you will provide timely reports and/or papers for EHA meetings as and when agreed
- you will support EHA's three year Strategic and one-year Operating Plan
- you will abide by Engineers Australia Code of Ethics and Code of Conduct
- you will follow all applicable policies, procedures, and management instructions as they exist from time to time
- you will meet WHS obligations and responsibilities
- you will remain a member of Engineers Australia during your term of appointment.

### **Committee Member knowledge and experience**

Achievement of EHA's purpose largely depends on the knowledge, experience and dedication of all members who contribute to engineering heritage. With this dependance, a priority for the EHA National Committee is inclusion and co-ordination, particularly with the Engineering Heritage Branch and National Committee Program Committees. Therefore, criteria for assessing an Expression of Interest for appointment to the EHA National Committee are:

- demonstrated passion for heritage, hard work and achievement
- knowledge of and experience in heritage issues
- ability to communicate widely and to work as part of a team
- experience on an EHA Divisional or National Program Committee and/or other heritage organisations is preferred but not essential, and

As EHA's purpose includes the 'Heritage and Conservation' special area of engineering practice, engineering heritage; engineering history and EHA communications, the National Committee needs to be comprised of members with diverse knowledge and experience. Final assessment for appointment will include consideration for a diversity of location, discipline, experience, gender, ethnicity and age.

EHA acknowledges that members may have limited time to commit to undertaking agreed tasks to deliver outcomes. If a member is unable to commit the time necessary to an agreed task, they must talk to the Chair who may reassign the task if possible.