



# Young Engineers Australia National Committee: Roles and Responsibilities

## 1 Purpose

The responsibilities of Engineers Australia members who wish to nominate as a member of the Young Engineers Australia National Committee (YEANC) are described in this document. The document provides an indication of the required time commitment including what Engineers Australia and YEANC can reasonably expect of National Committee members.

## 2 Responsibilities

The following items need to be considered when nominating for a position on the YEANC:

- Attendance at one face to face meeting per year in a location within Australia. Flights, accommodation and reasonable expenses may be funded by EA.
- Attendance at YEANC teleconferences held monthly and/or as required.
- Fully informing yourself by reading meeting papers prior to attending meetings.
- Providing reports for YEANC meetings as and when requested and within the timeframe provided.
- Developing and supporting YEA's Operational Plan.
- Actively contributing to and leading YEA initiatives which support the YEA Plan and/or support the opportunities for young engineers.
- Abide by Engineers Australia Code of Ethics and Code of Conduct.
- Committee members must be financial members of EA.

## 3 National Committee Roles

### 3.1 Chair/Co-Chair (not available in 2023)

This position is responsible for the following functions:

- At the beginning of each year develop in consultation with National Committee members the YEANC operational plan that supports achieving EA's goals which sets an overarching Agenda with specific goals.
- Review and edit the agenda of meeting prepared by the Learned Society Advisor.
- Review and edit meeting notes and actions prepared by the Learned Society Advisor.
- Address issues that arise as advised by the Learned Society Advisor and/or EA and inform the National Committee of relevant matters.

- Providing a level of cohesion and support from the National Committee to ensure that the Branch Committees are functioning effectively, and be prepared to provide support or intervene when and as appropriate.
- Continuous engagement and liaison with EA staff as to opportunities and work which may arise
- Providing leadership and governance within YEA on matters relevant and of common interest to including EA policies impacting the committee and wider network.
- Leading assigned focus groups.
- Build YEA opportunities and activities including supporting the expansion of relationships.

### 3.2 Branch Community Officer

This working group is responsible for supporting the interactions and networking with Branch Committees focusing on innovation, collaboration, and skill development. This position is responsible for the following functions:

- Attend regular meetings with/between branch committees to share information, events and ideas.
- Lead and develop collaboration opportunities between branch committees.
- Support the work of branch committees and be the point of contact for any opportunities or concerns as they arise.

### 3.3 Wider Opportunities Officer

This working group is responsible for creating and leading opportunities for the young engineer community. The exact nature of the activities may change each year, but examples of areas of focus are as follows:

- Leading and building a team of YEA volunteers to contribute/lead various activities associated with the National Case Competition.
- Leading the discussion and opportunity to contribute to climate action.
- Review graduate competency grading and professional development (CPD) support.
- Contribute to media and publications including young engineer features on LinkedIn, Create and other media outlets.
- Discover, investigate and lead the collaboration and liaison between YEA and other groups organisations within or external to EA.

### 3.4 Research and Presentation Officer

This working group focuses on leading the research, assessment and presentation of a range of data which is relevant to young engineers. This research will assist YEA/EA in making informed decisions and establishing a deeper understanding of a range of topics. This could range from understanding trends in the workplace landscape to young engineers viewpoint on current issues. This position is responsible for:

- Proposal of various topics for research and development to be assessed
- Leading the research and study of a minimum of two topics/issues over a 12 month period.
- Presenting the research in a concise format in a manner which is deemed relevant.
- Contributing to national conversations when approached.

YEANC acknowledges that the National Committee is made up of volunteers who generally have limited time available for activities. It is estimated that the time commitment associated with this committee is a minimum of 3-5 hours a week; with the more you put in, the more you will gain. Please note that if members find themselves unable to meet the agreed timeframes or portfolio actions, they are required to discuss the matter with the Chair/Co-Chair to enable a realignment of actions to be undertaken to ensure that YEANC meets its objectives.