Engineering Heritage Australia

Guidelines for National Committee Member Roles
These guidelines set out what Engineers Australia and the Engineering Heritage Australia can reasonably expect of Committee Members.

Purpose and Strategic Intent of Engineering Heritage Australia
Engineering Heritage Australia (EHA) is Engineers Australia's peak heritage body. Its Committee is comprised of 10 representatives and develops policy and represents Engineers Australia nationally on engineering and industrial heritage matters. The Committee also manages several Australia-wide programs and provides guidance and a degree of coordination to the engineering heritage groups located in each Division.

Engineering Heritage Australia has carriage of Engineers Australia's concerns for engineering, industrial and technological heritage and provides leadership in its protection, conservation and recording.

1. Chair
The Chair of the Engineering Heritage Australia is elected by the sitting Committee members. The appointment is for a two-year term. The Chair is responsible for:
   • Leading the strategic planning for the EHA
   • Managing the operations of the Committee
   • Liaising with Engineers Australia business units
   • Chairing Committee meetings
   • Ensuring that succession planning for Committee Members is undertaken in such a manner to ensure continuity.

2. Deputy Chair
The Deputy Chair is to assist the Chair with the management of the Committee. The Deputy Chair:
   • Is a member who has been elected to provide support and guidance to the Chair
   • Does not automatically transition into the position of Chair
   • Will deputise for the Chair as required
   • Shall perform such duties as requested by the Chair or the Committee within the purpose and scope of the EHA as outlined in the EA General Regulations.

3. Engineering Heritage Australia Members
The Engineering Heritage Australia undertakes a significant number of activities to achieve its purpose and strategic intent. All members are to:
   • Represent EHA National Committee on EHA standing\(^1\) and/or project-based\(^2\) sub-groups to:
     o Demonstrate commitment by National Committee
     o Provide up-to-date and accurate communication between the National Committee and the sub-groups
   • Undertake assigned activities by agreed dates to the best of their ability
• Contribute their experience to the activities of the Committee
• Evaluate plans and activities constructively suggesting areas for improvement and assisting where appropriate
• Represent and promote Engineers Australia and EHA externally at business and professional events
• Foster any opportunities for collaboration with other groups within EA, e.g. Colleges, Special Interest Groups
• Have a vision for appropriate new activities
• Report on activities that are under their leadership

All Committee members are expected to attend meetings, however if a member is unable to attend for any reasons, they are expected to submit an apology for any meeting they are unable to attend. Committee members are also expected to provide comment and advice on all meeting papers prior to any meeting they are unable to attend.

The committee consists of a maximum of 10 members, the majority of which are elected, with the remainder to be appointed. Tenure of members is 2 years, but members may be re-elected twice (maximum tenure 6 years).

Members are also expected to:
• Communicate direction from the Engineering Heritage Australia to their Division as necessary
• Report on activity and issues from their Division
• Be an active member of the Division
• Report to the Committee on activities and issues arising from the Division

The Committee has several standing roles which are filled from amongst Committee Members, and retired committee members. See the enclosed “Who’s Who in EHA for further information.

Considerations
The EHA acknowledges that the Committee is made up of volunteers who generally have limited time available for Committee activities. However, if members find themselves unable to meet the agreed timeframes or portfolio actions, they are required to discuss the matter with the Chair to enable a realignment of actions to be undertaken to ensure that the Committee meets its objectives.

In addition, if representatives after familiarising themselves with the information above, feel they are not able to devote adequate time to the Committee and its activities, their division groups and a representative role and/or involvement in a task group if necessary, they should discuss this with the Chair so that the process of finding a suitable replacement representative can commence.

Notes:
1. For example, divisional EHA group, Heritage Recognition
2. For example, conference committee, special purpose committee