



ENGINEERS
AUSTRALIA

Engineers Australia's Environmental College Board

Roles and Responsibilities - College Board Members

The development and implementation of Engineers Australia's learned society functions is undertaken through Colleges, Technical Societies and the Engineering Practice Advisory Committee.

These guidelines set out what Engineers Australia and the College Board can reasonably expect of College Board Members.

The College Board normally meets face to face once each financial year and holds a series of tele or videoconferences. The bulk of the work of the College Board is carried out by members between meetings.

Value Proposition and Key Stakeholders

The College's key value proposition is its members and its key stakeholders are:

- Members
- Congress
- Engineers Australia's Board
- Volunteers
- Educators
- The community
- EA's staff.

Objectives

Taking the role of Colleges as defined in the Regulations, the objectives of the College Board is to:

1. Identify and facilitate the delivery of appropriate continuing professional development (CPD) for members of their discipline through their Branches, National Committees, affiliated Technical Societies and/or a program of conferences;
 - a. This requires the College Board to develop and implement processes to work with Branches, National Committees, affiliated Technical Societies
2. Identify emerging changes in technical standards and gaps for their discipline;
3. Consult with and provide advice to the Professional Standards Committee on the technical standards for their discipline;
4. Identify emerging new disciplines and/or significant cross-discipline areas that may require a new College or Technical Society or cross-College approach and provide advice to the Board via College Chairs Forum;
5. Contribute to the development of the body of knowledge relevant to their discipline;
 - a. Ensure conference proceedings, and preferably full technical papers result from any EA sponsored conference.
 - b. Support the delivery of relevant technical journals

6. Identify and facilitate the provision of high-level technical advice that contributes to public policy and represent Engineers Australia in the wider community in line with Engineers Australia's policies;
 - a. Participate in expert panels, committees or forums and nominate members of the College to external bodies as required; e.g. Standards Australia, ABCB
7. Collaborate and cooperate with relevant Technical Societies and other Engineers Australia Colleges

College Boards develop a three-year rolling plan, which outlines the goals and objectives to be achieved each year of the plan – some goals are longer term goals and will be undertaken across a number of years.

The College's goals and objectives align with EA's Strategic Direction and the EA Plan, as well as the College role as set out in the General Regulations.

College Board Positions

Chair

The Chair:

- Is a trusted advisor to the Engineers Australia Board
- Assists the Engineers Australia's Board and the CEO as they develop and implement Engineers Australia's strategic directions and plan
- Presides over and facilitates meetings
- Acts as an ambassador for Engineers Australia
- May act as a spokesperson for Engineers Australia in the area of *<insert discipline>* engineering
- Leads the College Board in developing its three-year plan and ensures that the College's goals and objectives are met
- Leads the College in carrying out its learned society functions and responsibilities
- Is responsible for ensuring that College Board members are aware of and fulfil their responsibilities
- Ensures that College Board members are aware that they are accountable for their performance
- Ensures that the College Board and its members work with Engineers Australia's staff in a respectful and collaborative manner
- Conducts College Board business effectively and efficiently.

Deputy Chair

The Deputy Chair is to assist the Chair with the management of the Board.

The Deputy Chair:

- Is a member who has been elected to provide support 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 within the purpose and scope of the College role and these guidelines.

College Board Members

College Boards undertake a significant number of activities to achieve their objectives. All members are expected to:

- Fill one or more of the standing roles within the College Board
- Undertake assigned activities by agreed dates to the best of their ability
- Contribute their experience and skills to achieving the objectives and/or specific activities of the College Board
- Evaluate plans and activities constructively, suggesting areas for improvement and assisting where appropriate
- Represent and promote Engineers Australia and the College externally at business and professional events
- Foster any opportunities for collaboration with other groups within EA, e.g. other Colleges, Special Interest Groups, Technical Societies etc.
- Have a vision for appropriate new activities
- Report on activities that are under their leadership
- Keep the College Chair informed of progress and/or seek guidance from the Chair.

The College Board also has a number of roles which are filled from amongst College Board Members. The responsibilities of each role are included below (Note: these are additional responsibilities):

Delegate to Congress

The College Board's Congress Representative is elected by sitting Board members every 2 years. The Representative's tenure in this role is from 1 January to 31 December two years later (please note this is an elected position and nominations will be called for). The College Board's Congress Delegate is expected to:

- Represent the College at meetings of Congress
- Seek guidance from the College Board regarding specific matters to be discussed at Congress meetings
- Contribute at Congress meetings as appropriate
- Communicate with the College Board regarding upcoming matters at Congress and outcomes from Congress meetings

Engineers Australia acknowledges that the College Board is made up of volunteers who generally have limited time available for College Board 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 College Board meets its objectives.