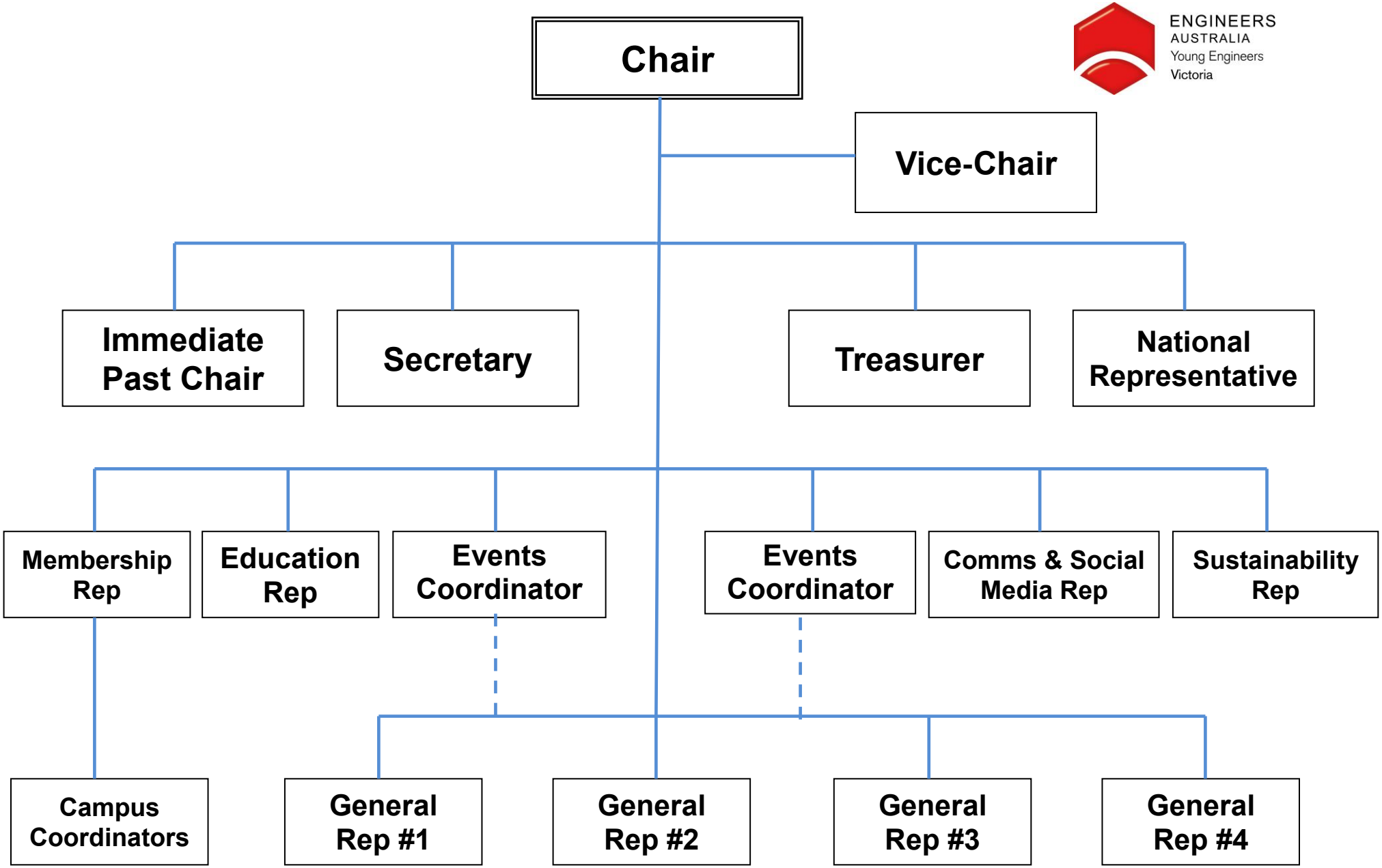

Figure 1-YEA-V Committee Structure

ENGINEERS
AUSTRALIA
Young Engineers
Victoria

YEA-V Roles and Responsibilities

General Committee

The role of the general committee will be to:

- Develop programs that will benefit YEA-V members
- Assist other committee members to develop operational programs
- Assist executive in implementing measures to improve YEA-V
- Represent YEA-V at official EA functions, YEA-V functions (including seminars, university visits, etc.), and other activities where YEA-V requires representation
- Promote YEA and EA
- Develop and finalise deliverables
- Assist in the documentation and improvement of procedures

If the need arises, the committee may appoint additional members not directly elected at the Election of Office Bearers. These appointments must be approved by the committee prior to the individual joining the committee. The committee may also appoint individuals to special sub committees where all the roles cannot be filled with existing members.

Events Coordinator (2No.)

- Plan, schedule and coordinate events for the entire year
- Liaise with Treasurer on budget information
- Liaise with Communications and Media and Victorian Division Staff to ensure event details are available and publicised
- Coordinate with Social Media and Communications Representative to develop and implement event marketing in accordance with member communications strategy
- Maintain database of all events information
- Generate and manage online event registration pages
- Liaise with Chair and Vice Chair to develop events plan and schedule for subsequent committee, sourcing feedback from members where possible
- Liaise with ex-officio and Treasurer to produce report on events (including financials and details of attendance)
- Liaise with YEA National in regards to nationally run events in Victoria

Education Representative

- Actively see to network with other internal societies within Engineers Australia
- Participate in and support EA's "Engineers in Schools" program
- Liase with other organizations that are already undertaking high school engineering outreach such as the University of Melbourne's Endeavour program, Engineers Without Borders's high school Outreach programs, the Engineering Link Group and Robogals.
- Participate and provide support for EngQuest
- Investigate and champion mentoring opportunities with other groups such as CELM, campus coordinators, etc.

Membership Representative

- Plan, Schedule and coordinate two targeted membership events during the year
- Liase with ex-officio and other sub-committees to promote YEA-V and develop further membership benefits
- Ensure potential members are well informed on the benefits of participating in YEA-V activities
- Champion YEAV representation at University events, career fairs, industry nights, etc
- Further develop opportunities to promote engineering and EA through mutually beneficial means
- Maintain a proactive approach to the Campus Coordinator program and ensure that they remain engaged with YEAV
- Ensure Campus Coordinators have the support that they require from YEAV and that a good two-way relationship is maintained

Social Media and Communications Representative

- Development and implementation of YEA-V member communications strategy
- Management and implementation of YEA-V social media engagement strategy
- Content management & production of Victorian YEA newsletter and social media
- Further development of YEA-V communications, media and IT capabilities
- Coordinate relevant articles and information to support all YEA-V communications media
- Administration of YEA-V intranet.
- Website - keeping content current and relevant, online registrations, layout and presentation - liaise with ex-officio and Events Coordinator

- Coordinate articles for EA publications, Engage & EV
- Support the role of secretary

Sustainability Representative

- Champion a sustainability focused event (e.g. wind farm tour, green building tour, competition), collaborating closely with an Events Coordinator
- Seek opportunities for YEA-V to network with other professional bodies through sustainability focused events
- Seek opportunities for perpetuation and promotion of sustainability and environmental engineering, by sourcing relevant articles and information for the website and other YEA-V communications
- Attend and represent YEAV at a minimum of 4 monthly EWB meetings
- Lead a combined YEAV & Engineers Without Borders Victoria event to cross promote the groups and provide mutual benefit to the attendees
- Where relevant, ensure that EWB and YEAV events and activities are cross promoted.

General Committee members

- Up to 5 positions available
- Assist other committee members where necessary, particularly Events Coordinators
- Expected to attend the majority of YEA-V meetings and events