



## **EIANZ SEQ**

### **Executive Committee Role Descriptions**

#### **President:**

- Oversee Division's progress towards the achievement of the goals and outcomes set out in the Business Plan
- Act as key spokesperson for the Division (and EIANZ, within boundaries set by the Institute)
- Maintain and build credibility and influence of Division
- Coordinate succession planning on an annual/as needs basis
- Mentor and monitor performance of Vice President
- Ensure consistency with EIANZ Corporate directions
- Manage Secretariat

Approximate commitment per month: 8 hours

#### **Vice President:**

- Manage the Professional Development and Policy Subcommittees and convenors
- Ensure that there is a three year rolling plan for professional development and income generating activities
- Identify and recruit convenors for planned activities (with support of volunteer coordinator)
- Ensure that planned activities meet quality requirements in relation to content and relevance
- Ensure that planned activities contribute to EIANZ Vision and objectives and are in accordance with the EIANZ Priorities Position Statements

Approximate commitment per month: 6 hours

#### **SEQ Councillor:**

- Attend Council meetings (or by teleconference) [Quarterly]
- Seek and represent SEQ at Council meetings [Quarterly]
- Provide an overview of Council meetings for Executive [Quarterly]
- Review Corporate Plan and obtain comments from SEQ
- Review SEQ Division Business Plan from 'Corporate' point of view [July 2011]
- Recruit SEQ Division members to Corporate Roles [As required]
- Promote accountability
- Receive and review monthly reports from Treasurer

Approximate commitment per month: 6 hours (plus 2 face to face meetings per year of 2 days each)

#### **Secretary:**

- The role of Secretary of the Division is provided through the commercial engagement of Ms D Bolton of Association Solutions PL to provide the functions of the Secretary.

### **Treasurer:**

- Develop an annual budget for the Division
- Prepare a 6 monthly cash flow forecast, updated each month
- Report monthly on progress against the budget for the Division
- Report monthly on financial position of the Division
- Advise on availability of funding for capital expenditure items and special projects
- Liaise with President, Vice President and Chair – Professional Development regarding income requirements and upcoming events
- Approve major capital expenditure items and special projects (with appropriate reference to President, Vice President and Executive Committee)

Approximate commitment per month: 4 hours

### **Chair – Policy and Practice Committee:**

- Lead the provision of advice and comment by the EIANZ SEQ Division on environmental policy and practice
- Monitor the development of environmental policy and practice and identify opportunities for the EIANZ SEQ Division to strategically influence its development and implementation through submissions, events and meetings
- Engage members of the EIANZ SEQ Division in reviewing policy and practice documents, preparing submissions; and attending relevant meetings to represent the views of the EIANZ

### **Chair - Professional Development Committee:**

- Lead the development and delivery of a rolling program of professional development activities
- Ensure that individual events contribute to the maintenance of currency in practice and the development of good practice among environmental practitioners
- Co-ordinate Professional Development Convenors to manage individual events
- Ensure that income generating professional development activities meet the financial needs of the Division
- Seek, co-ordinate and manage sponsorship associated with individual events

Approximate commitment per month: 8 hours

### **Chair – Member Engagement:**

- Oversee the Student and Early Career Professionals Group and Volunteers Coordinator
- Identify and coordinate the engagement of SEQ Division members representing the EIANZ on national and state committees and groups
- Report on opportunities to enhance delivery of member value through the activities of the EIANZ and its SEQ Division
- Develop and deliver a program to recruit new members, and facilitate the regular nomination of members as Fellows of the Institute
- Develop and deliver a program of activities that communicates to members the value of, application process for, and obligations of CEnvP status
- Develop and deliver a program to welcome new members to the SEQ Division and coordinate the regular email communication to EIANZ members in the SEQ Division
- Solicit, evaluate and communicate member feedback

Approximate commitment per month: 6 hours

### **Chair – Students and Early Career Professionals:**

- Lead and manage the activities of the Students and Early Career Professionals Group
- Actively represent the interests of students and early career professionals in the environment industry
- Identify, develop and promote opportunities for students and early career professionals to develop professional skills and experience in environmental policy and practice
- Identify, develop and promote opportunities for students and early career professionals to network with leading established environmental professionals
- Identify, develop and promote opportunities for students and early career professionals to be mentored by leading established environmental professionals
- Promote membership of and active participation in the Students and Early Career Professionals Group
- Participate in the national Students and Early Career Professionals Group to achieve outcomes on a national basis.

Approximate commitment per month: 6 hours

### **Volunteers Coordinator:**

- Work with the Executive to develop a concise and prioritised list of volunteer needs
- Work with the Professional Development and Professional Standards Committee to analyse results (specifically in relation to a member skills audit and member's preferred method of interaction with the Division) through member surveys
- Assist interested members to become involved (in a range of ways) in Divisional committees, working groups, events, etc. This may simply be a case of introducing a prospective volunteer to a Committee Chair or the Secretariat and ensuring participation; and
- Working with the Secretariat to evaluate volunteer engagement and experience.

Approximate commitment per month: 6 hours

### **Regular Commitments for EIANZ Executive Members:**

- SEQ Division meetings are held monthly on the third Wednesday of the month. Meetings are currently held at Golder and Associates, 147 Coronation Drive (entrance off Little Cribb Street), Milton. Attendance at meetings form part of the record of meetings that are available to members of the EIANZ.
- An annual strategic planning session takes place in early February.
- Executive Committee members are encouraged to attend as many of the professional development events as possible. These events are generally held monthly.
- The EIANZ International Conference is held in October and Executive Committee members are encouraged to attend and participate.