

EIANZ South Australian Division

COMMITTEE ROLES and RESPONSIBILITIES

Revised July 2017

President

1. Facilitate the development and review of the Division's goals and objectives.
2. Oversee progress towards the achievement of the Division's goals and objectives.
3. Maintain and build credibility and influence of the Division.
4. The official spokesperson for EIANZ at the local and Institute level on matters of policy.
5. Facilitate communication between Committee and Members to keep members informed of relevant information and technical meetings.
6. Coordinate the provision of advice and comment by the EIANZ South Australian Division on environmental policy and practice and engage members in reviewing policy and practice documents, preparing submissions, and attending relevant meetings to represent the views of the EIANZ.
7. Where required act as key spokesperson for the South Australian Division (and EIANZ, within boundaries set by the Institute).
8. Shall where practicable represent the Institute on formal occasions and at meetings with senior politicians and other persons of high office.
9. Chair monthly Committee meetings; follow majority decision of the Committee; obey and ensure all on Committee obey, Branch By-laws; coordinate succession planning on an annual/as needs basis; prepare an Annual Report to the AGM.
10. Review Corporate Plan, Policy Discussion Papers, and obtain comments from the Committee in order to represent and reflect the views of the South Australian Division on the Advisory Council.
11. Review and maintain oversight of the South Australian Division Business Plan from a 'Corporate' point of view to ensure consistency between both documents.
12. Attend and represent the South Australian Division at Advisory Council meetings or by teleconference [Quarterly].
13. Provide an overview of Council meetings and report back on relevant issues at next Committee Meeting.
14. Receive and review EIANZ Financial, Membership and Website Monthly Reports from central office, with the Executive Committee Members.

Approximate commitment per month: up to 8-12 hours including Advisory Council teleconferences; plus 1 face-to-face Advisory Council meeting per year (1-day duration), normally held adjacent to the EIANZ conference and AGM.

Vice President

1. Lead and manage the development and delivery of a 1-year program of Networking and Professional Development events and activities, and co-ordinate Networking and Professional Development organisers (from the South Australian Division Committee or local membership) to manage individual events.
2. Develop and manage a program of individual events which promotes the development of good practice among environmental practitioners; seek, co-ordinate and manage sponsorship associated with individual events; identify and recruit organisers for planned activities.
3. Ensure that planned activities meet quality requirements in relation to content and relevance; and EIANZ's Vision and Objectives and are in accordance with the EIANZ Priorities Position Statements.
4. Monitor the Corporate Plan and guide institute activities and goals in accordance with the plan.
5. Keep abreast of the South Australian Division's matters and activities of the Division President; and
6. In the Division President's absence carry out President's duties.

Approximate commitment per month: up to 6-8 hours; and additional hours where the President requires delegation of tasks to the VP

Secretary

1. Prepare and circulate agendas, and keep minutes of the proceedings of each general meeting, each committee meeting, and the South Australian Division AGM and circulate.
2. Keep a copy of the Constitution.
3. Act as custodian of all communications on behalf of the Division and the Committee by maintaining an archive of old minutes and other Committee records, and liaise with Central Office on matters of membership to ensure that the Division holds up-to-date records of members.

Approximate commitment per month: 6 hours

Treasurer

1. Keep correct accounts and books (Xero) showing the financial affairs of the Institute, in liaison with the EIANZ Treasurer.
2. Manage bank accounts and records (Xero) and facilitate all financial transactions in liaison with the South Australian Division President and Vice President.
3. Ensure that income generating professional development activities meet the financial needs of the Division.
4. Liaise with the President and Vice President regarding income requirements and upcoming events.
5. Ensure the accounts of the South Australian Division are in order for the Institute's annual audit (facilitated by EIANZ Treasurer); the Auditor/s are appointed by EIANZ Council.
6. Prepare an annual budget for the South Australian Division at the commencement of the EIANZ year (September) for the incoming Committee, and review this periodically against income and expenditure.
7. Present a monthly report at Committee meetings on the financial status of the Institute.
8. Present an annual audited Financial Report to the South Australian Division Annual General Meeting.

Approximate commitment per month: 6 hours

Students and Early Career Professionals Representative

1. Arrange and manage the activities of the Students and Early Career Professionals.
2. Actively represent the interests of Students and Early Career Professionals in the environment industry.
3. Identify and promote opportunities for Students and Early Career Professionals to:
 - a. develop professional skills and experience in environmental policy and practice;
 - b. network with leading established environmental professionals; and
 - c. be mentored by leading established environmental professionals.
4. Promote membership of, and active participation in, the Students and Early Career Professionals Group.
5. Participate in the Student and Early Career Committee (SECC) to achieve outcomes on an Institute basis and align the South Australian Division with Institute objectives.

Approximate commitment per month: 2-4 hours

Communications Officer

1. Liaise with Central Office on information and matters related to:
 - o EIANZ templates, protocols and branding.
 - o Obtaining marketing materials.
 - o Obtaining details of travelling events that would benefit South Australian Division.
 - o Funding Programs.

2. Arrange with Central Office the upload details of events (including venue, food and beverage, attendance fees, speaker details, flyer), the facilitation of registrations and payment and the South Australian Division AGM to the South Australian Division 'Events' page on the EIANZ website.
3. Arrange with Central Office the upload any information or presentations (with appropriate approval from speakers) from Events, together with any other materials which the Committee consider relevant to advance the knowledge of EIANZ members or activities at local or Institute level, to the South Australian Division page on the EIANZ website.

Approximate commitment per month: 2-4 hours

Committee Members

1. Attend South Australian Division Committee meetings and Institute events.
2. Work with the Committee to develop and deliver a program of events for the financial year.
3. Solicit, evaluate and communicate member feedback to the Committee.
4. Facilitate regular communication to members and assist interested members to become involved in Committee.
5. Take on tasks where required to assist other positions of the Committee.

Approximate commitment per month: 2-4 hours

Regular Commitments for EIANZ Committee Members

- Committee meetings are held bi-monthly on the first Thursday of the month. Meetings are generally held where it is convenient to the group.
- Additional functions and events designed to promote EIANZ and its values are held at various locations throughout the year and Committee Members are encouraged to support and attend such functions as they are able.
- The EIANZ Conference is held annually in October-November and Committee Members are encouraged to attend and participate. The attendance of special face-to-face meetings generally held in conjunction with the EIANZ Conference are financially subsidised by Central Office for the President and SECC Representative.

COMMITTEE MEMBERS 2017

President	Maria Pedicini	0421 708 757	maria.pedicini@environmentalprojects.com.au
Vice-President	Stacey Zaniewski	0422 520 124	stacey.zaniewski@sa.gov.au
Secretary	Stewart Duncan		
Treasurer	Jack Annear	8226 2921	Jack.annear@sa.gov.au
Committee Members	Richard Lewis		
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	Steve Milne	0409 677 861	smilne@jbsg.com.au
	David Wiltshire		