



Environment Institute  
of Australia and  
New Zealand Inc.

## **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)
- Participate as a member in the EIANZ Advisory Committee
- 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

**Approximate commitment per month: 8 hours**

### **Vice President:**

- Act on behalf of the president when president unavailable
- Ensure that there is a 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
- Participate in the Griffith University Advisory Board

**Approximate commitment per month: 6 hours**

### **Secretary:**

- Be the formal point of contact for the Division
- Ensure that incoming and outgoing communications are recorded and reported to the management committee
- Ensure that communications are actioned in accordance with the decisions of the management committee
- Ensure that agendas and supporting papers are prepared and distributed in a timely manner for meetings of the management committee

- Ensure that accurate records are kept and distributed in a timely manner for meetings of the management committee
- Report to the management committee on non-financial KPIs for the Division
- Ensure that the Division provides quarterly reports to the EIANZ Board
- Ensure that arrangements are coordinated for the annual general meeting of the Division
- Liaison with the EIANZ Secretary and Central Office team as required

Note the intent to have support from a general committee member

**Approximate commitment per month: 8 hours**

### **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)
- Obtain a login to the SEQ Xero file.
- Be a signatory on the SEQ Bank Account and approve transactions as required

Note the intent to have support from a general committee member.

**Approximate commitment per month: 4 hours**

## **General Committee Role Descriptions**

The successful administration of the South East Queensland Division of EIANZ relies on the capacity of members who volunteer their time. There is a number of specific roles identified below for which a designated Chair will be established by the Committee. In addition, there are both ongoing and adhoc roles and tasks for which Committee members will be able to assist.

Normal practice is for these identified specific and adhoc roles to be established at the first Committee meeting following the SEQ Division AGM.

- General committee positions include:
  - Chair positions (below),
  - Coordinator positions (below), and,
  - General committee members.
- General Committee members may assist with other tasks as required, including:
  - Provide assistance to committee Chairs (as below) and executive committee members (particularly the Secretary and Treasurer)
  - Investigate opportunities for sponsorship and funding

- Prepare and undertake member survey
- Communications (e.g. email, newsletters, social media etc.)
- Mentoring
- Event and venue coordination for events

### **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 + meetings and events**

### **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
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- Participate in the national Students and Early Career Professionals Group to achieve outcomes on a national basis.

**Approximate commitment per month: 6 hours + meetings and events**

### **Chair – Policy and Practice:**

- 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
- Participate in the National Policy and Practice Committee meetings

**Approximate commitment per month: 4-6 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: 4-6 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 SEQ Division Executive Committee to evaluate volunteer engagement and experience.

**Approximate commitment per month: 4-6 hours**

### **Regular Commitments for EIANZ Executive and General Committee Members:**

- SEQ Division meetings are held monthly on the third Wednesday of the month. Meetings will be held at an CBD based office and/ or by Zoom teleconference.
- Attend an annual strategic planning session.
- Committee members are encouraged to attend as many of the professional development events as possible. These events are generally held monthly.