



Environment Institute of
Australia and New Zealand Inc.

SEQ DIVISION – GOVERNANCE ROLES

The successful administration of the Southeast Queensland Division of EIANZ relies on members who volunteer their time on the Divisional Committee. These are opportunities for leadership in the environment profession.

Time volunteered towards the advancement of the environment profession through participation in the Divisional Committee contributes towards CPD hours required to maintain CEnvP status.

The following Executive Committee and General Committee roles are elected by the members of the Division at the Annual General Meeting. There is no limit to the number of General Committee Members and the roles are ones that the Divisional Committee has found useful in advancing the work of the Division.

Members interested in fulfilling any of these roles should be nominated using the appropriate form.

If there are no nominations for a role at the AGM, the Divisional Committee may fill the role by invitation.

Executive Committee Role Descriptions

President:

- Participating as a member of the Divisional Executive Committee
- Lead and facilitate the activities and performance of the Divisional Committee
- Lead and facilitate the Division's progress towards achieving the goals and outcomes set out in the Institute and Division's Strategic / Business Plans
- Ensure consistency of Divisional activities with EIANZ strategic and corporate directions
- Participating as a member of the EIANZ Advisory Council
- Represent and act as a spokesperson for the Division (and EIANZ, within the guidelines of the Institute)
- Build the credibility and influence of the EIANZ as the body representing the environment profession
- Lead and facilitate the succession planning for the Division

Approximate commitment per month: 8 hours

Vice President:

- Participating as a member of the Divisional Executive Committee
- Act on behalf of the President when the President is unavailable
- Ensure that there is a plan for professional development and income-generating activities
- Ensure consistency of Divisional activities with EIANZ strategic and corporate directions
- Work with the President to facilitate succession planning for the Division
- Build the credibility and influence of the EIANZ as the body representing the environment profession
- Represent and act as a spokesperson for the Division (and EIANZ, within the guidelines of the Institute)

Approximate commitment per month: 6 hours

Secretary:

- Participating as a member of the Divisional Executive Committee
- Be the formal point of contact for the Division
- Ensure that incoming and outgoing communications are recorded, reported to the Divisional Committee, and actioned appropriately
- Ensure that agendas and support papers are prepared and distributed in a timely manner for meetings of the Divisional Committee
- Ensure that the Divisional Share Point folder is maintained and used by Divisional Committee members as a record of the Division's activities
- Coordinate Divisional contributions to the EIANZ Strategic and Business Plans
- Report to the Divisional Committee on non-financial KPIs for the Division
- Coordinate arrangements for the Annual General Meeting of the Division
- Liaise with the EIANZ Secretary, EIANZ CEO and Central Office team as required

Approximate commitment per month: 8 hours

Treasurer:

- Participating as a member of the Divisional Executive Committee
- Develop an annual budget for the Division
- Prepare a 6-monthly cash flow forecast, updated each month
- Report monthly on the financial position of the Division and progress against the annual budget
- Liaise with President, Vice President and sub-committee Chairs regarding budgeting for, expenditure, and revenue from events
- Coordinate the approval of major capital expenditure items and special projects by the Executive Committee
- Maintain access to and operating authorization of the Division's accounting system and bank accounts
- Liaise with the EIANZ Treasurer, EIANZ CEO and Central Office team as required.

Approximate commitment per month: 4 hours

General Committee Role Descriptions

Chair - Professional Development Committee:

- Participating as a member of the Divisional Committee
- Convening a Professional Development Sub-Committee as required
- Lead and facilitate the development and delivery of a rolling program of professional development activities for EIANZ members and CEnvPs that contribute to the maintenance and development of good practice among environmental practitioners
- Co-ordinate with convenors of professional development events to ensure they are approved and managed in accordance with the Division's and EIANZ policies
- Ensure that professional development activities contribute to the revenue base of the Division through registration charges and sponsorships of individual events

Approximate commitment per month: 8 hours

Chair – Policy and Practice:

- Participating as a member of the Divisional Committee
- Convene a Policy and Practice Sub-Committee as required
- Identify opportunities for input to the development of environmental policy and practice
- Facilitate the strategic provision of advice and comment by the Division on the development and implementation of environmental policy and practice

- Engage EIANZ members and CEnvPs in reviewing policy and practice documents, preparing submissions; and attending relevant meetings to represent the views of the Division
- Facilitate the engagement of the Division in the National Policy and Practice Committee

Approximate commitment per month: 4-6 hours

Chair – Students and Early Career Practitioners Group:

- Participate as a member of the Divisional Committee
- Lead and manage the activities of the Students and Early Career Professionals Group
- Identify, develop and promote opportunities for students and early career practitioners to develop professional skills and networks that enhance career opportunities
- Support the annual Divisional Student and Early Career Practitioner Mentoring Program
- Encourage the operation of student networks in academic institutions
- Participate in the National Students and Early Career Professionals initiatives to achieve outcomes on a national basis

Approximate commitment per month: 4-6 hours

Regular Commitments for SEQ Division Committee Members:

- Meetings are held monthly on the 4th Wednesday of the month. Meetings are held at a Brisbane CBD- based office and/ or virtually
- Committee members are expected to attend the annual strategic planning session
- Committee members are encouraged:
 - to attend as many of the professional development events as possible
 - be active in promoting membership of the EIANZ, the CEnvP Scheme, the Qualifications Accreditation Scheme, and engagement with First Nations Peoples
 - to actively participate in Working Groups established for specific divisional initiatives

Approximate commitment per month 2-4 hours

