



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)
- 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
- 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

Secretary:

- The role of Secretary of the Division is provided through the commercial engagement of Ms D Bolton of Association Solutions P/L 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)
- Obtain a login to the SEQ Xero file.

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 will be held at either Epic Environmental, North Quay, Brisbane.
- 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.