



**Environment  
Institute of  
Australia and  
New Zealand**

## **EIANZ NSW Division Committee Role Descriptions**

The EIANZ NSW Committee is responsible for the running of the NSW Division of the EIANZ. The Committee develops professional development and networking events; responds to policy reform; represents the industry where appropriate; contributes to the development of the Institute.

Committee members contribute on a volunteer basis to growing the environment profession through enhanced development opportunities, network development, ethics support and providing standards and opinions to drive better environmental outcomes.

Committee members are profiled on the EIANZ website and can claim CPD points for meetings attended and committee work carried out.

Committee meetings are held monthly at varying locations, usually within 10-15 minutes of the CBD or the CBD.

The EIANZ NSW Committee contracts a secretariat to reduce the administrative burden on the committee.

**Commitment:** Committee members are expected to attend at least 50% of the meetings in person or via teleconference. Committee members are expected to contribute time to develop ideas for running professional development events and leading policy reform responses. It is anticipated that each committee member contributes to or leads one event per year (these events can be small PEP Talks (15-30 people) through to larger training events (50 – 150 people)).

### **President**

- Oversee Division's progress towards the achievement of the goals and outcomes set out in the Corporate Plan
- Act as key spokesperson for the Division (and EIANZ, within boundaries set by the Institute).
- Maintain and build credibility and influence of Division
- Identify and recruit committee members
- Coordinate succession planning on an annual/as needs basis
- Ensure consistency with EIANZ Corporate directions
- Represent the Division on the Institute's Advisory Council (eg quarterly basis)
- Attend the EIANZ annual Conference

*Approximate commitment per month: 12 hours*

## Vice President

- Manage the Subcommittees and leads
- Ensure that there is a rolling plan for professional development and income generating activities
- Identify and recruit committee members
- 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: 8 hours*

## Secretary

- Ensure Minutes and Agendas represent an accurate record of the meeting, and distributed on time
- Ensure that each meeting has a quorum
- Manage Secretariat invoices
- Oversee management of Secretariat tasks
- Ensure Divisional cloud sharing tool (eg Dropbox) is updated and maintained
- Organise the Divisional Annual General Meeting (annually in August) including:
  - Ensure notification of the event to all Divisional members, including provision of Proxy forms
  - Act as Returning Officer
  - Organise venue and refreshments with Secretariat
  - Facilitate the AGM

*Additional commitment per month: 6 hours*

## Treasurer

- 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 and Vice President regarding income requirements and upcoming events
- Approve major capital expenditure items and special projects (with appropriate reference to President, Vice President and Executive Committee)
- Develop an annual budget for the Division
- Prepare a 6 monthly cash flow forecast
- Maintain and manage Xero accounting system to reconcile Divisional accounts

*Additional commitment per month: 6 hours*

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

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

## **Chair - Professional Development/Events 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
- Seek, co-ordinate and manage sponsorship associated with individual events

*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
- Participate in the EIANZ Board Students and Early Career Professionals Sub-committee to achieve outcomes on an Institute-wide basis.

*Additional commitment per month: 6 hours*

## **EIANZ General Committee:**

- Attend NSW Division meetings are held monthly on the second Monday of each month (not except January) and engage in proactive discussion.
- Promote EIANZ events through social media networks
- 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.
- Committee members are expected to contribute time to develop ideas for running professional development events and leading policy reform responses. If

is anticipated that each committee member contributes to or leads one event per year (these events can be small PEP Talks (15-30 people) through to larger seminar events (50 – 150 people)

*Approximate commitment per month: 6 hours*