



## **EIANZ SEQ**

### **Executive Committee Position 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)
  - Maintain and build credibility and influence of Division
  - Coordinate succession planning on an annual/as needs basis
  - Mentor and monitor performance of Vice Presidents
  - Ensure consistency with EIANZ Corporate directions
- Approximate commitment per month: 8 hours

#### Treasurer:

- Prepare a 6 monthly cash flow forecast, updated each month
  - Report monthly on progress against budget
  - Report monthly on financial position of the Division
  - Advise on availability of funding for capital expenditure items and special projects
- Approximate commitment per month: 4 hours

#### Vice Presidents Business:

- Develop an annual budget
  - Liaise with VP-Practice regarding income requirements and upcoming events
  - Manage Secretariat
  - Receive and review monthly reports from Treasurer
  - Approve major capital expenditure items and special projects (with appropriate reference to President and other Vice Presidents)
- Approximate commitment per month: 6 hours

#### Vice President – Practice

- Manage the Professional Development and Standards 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

#### Vice President – Profile and Participation

- Manage Volunteer Coordinator
  - Manage Satellite Groups
  - Maximise member involvement and interaction through satellite groups and participation in other areas of the executive committee
  - Identify opportunities for satellite groups and coordinate formation
- Approximate commitment per month: 6 hours



#### SEQ Councillor:

- Attend Council meetings (or by teleconference) [Quarterly]
- Seek and represent SEQ at Council meetings [Quarterly]
- Provide an overview of Council meetings for Executive [Quarterly]
- Review Corporate Plan and obtain comments from SEQ [Feb-June 2010]
- Review SEQ Division Business Plan from 'Corporate' point of view [July 2010]
- Recruit SEQ Division members to Corporate Roles [As required]
- Promote accountability

Approximate commitment per month: 6 hours (plus 2 face to face meetings per year of 2 days each)

#### Professional Development Chair

- This position may be one or more persons
- Develop a three year rolling plan for professional development and related activities, in consultation with other Committee members, members generally and environmental practitioners generally
- Co-ordinate Professional Development Convenors to manage individual events
- Seek, co-ordinate and manage sponsorship opportunities

Approximate commitment per month: 8 hours

#### Professional Development Convenors

- Lead development and delivery of one or more professional development events per year
- Deliver income generating events to meet financial needs of the Division
- Mobilise members to assist in convening events
- Ensure events Contribute to best practice among environmental professionals.

#### Volunteer 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) from an upcoming member survey;
- 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

#### Member Groups Coordinator:

- Develop concise and prioritised list of EIANZ SEQ needs
- Identify needs for member groups to form
- Respond to requests from members to form member groups
- Provide guidelines and guidance to member groups
- Negotiate and agree member group activities and outcomes
- Collect monthly reports from member groups.

Approximate commitment per month: 5 hours

#### External Relations Facilitator and National Liaison

- Engage with EIANZ Standing Committees and promote divisional representation
- Represent SEQ Division on the Institute External Relations Subcommittee
- Work with and support Councillor in ensuring consistency and engagement with the institute
- Identify and assist with media opportunities (not to speak to media directly)

Approximate commitment per month: 4 hours



### Students and Young Professionals (SYP) Chair

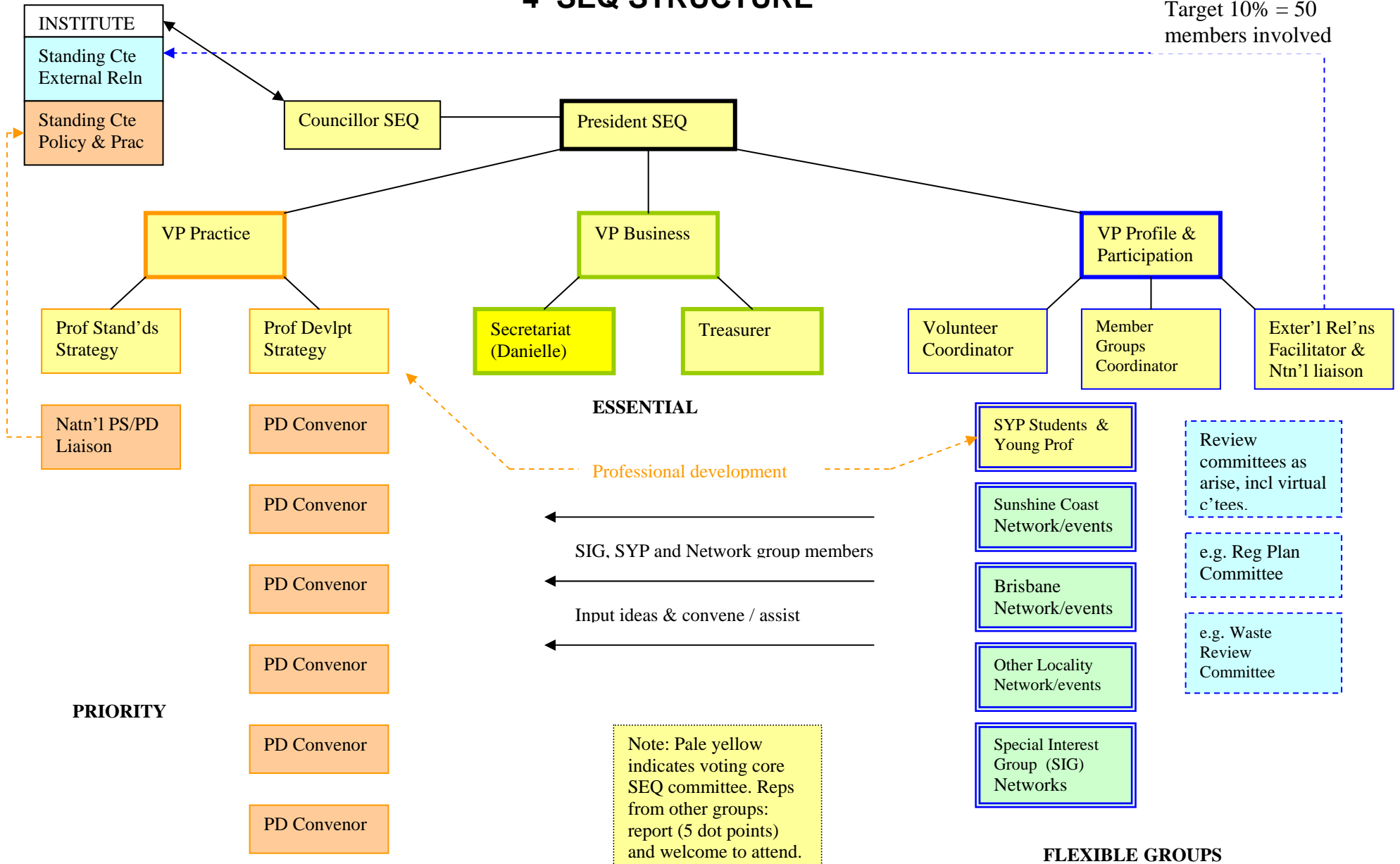
- Manage Students and Young Professionals group and sub-committee
- Actively represent the interests of students and young professionals in the environment industry
- Identify, develop and promote opportunities for students and young professionals to develop quality professional skills and experience
- Identify, develop and promote opportunities for students and young professionals to network with established and retired professionals
- Identify, develop and promote opportunities for students and young professionals to be recipients of mentoring from established and retired environmental professionals
- Liaise closely with Professional Development Strategy and Vice President Practice and Policy
- Promote membership of and active participation in SYP
- Participate in the National SYP sub committee to achieve outcomes on a national basis.  
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. Every second meeting will be held via teleconference. Every other meeting is held at the RPS office in Fortitude Valley.
- The annual strategic planning session takes place over a weekend in early February. Traditionally, the team has travelled to a farmstay in Beaudesert where families are invited to accompany committee members.
- Executive members are encouraged to attend as many of the professional development events as possible. PD events are generally held monthly.
- The 2011 EIANZ International Conference will be held in Brisbane in October 2011. All executive members will be encouraged to attend.

# 4 SEQ STRUCTURE

Target 10% = 50 members involved



**ESSENTIAL**

Professional development

SIG, SYP and Network group members

Input ideas & convene / assist

Note: Pale yellow indicates voting core SEQ committee. Reps from other groups: report (5 dot points) and welcome to attend.

**PRIORITY**

**FLEXIBLE GROUPS**