

# COMMITTEE ROLES

An overview of the possible roles and what they entail.

## CHAIR

The Chair takes overall responsibility for coordinating activities by inspiring and motivating other committee members. This is done by:

- setting a vision and objectives
- taking a leadership role by chairing committee meetings and driving the development of an annual activity programme and budget
- ensuring all committee members take an active role and delegate tasks
- ensuring collaboration between the branch, Young Engineers committee and Student Ambassador
- the Young Engineers Chair will support the Student Ambassador and invite them to the committee meeting
- the Young Engineers Chair will inform their local MAS representative of upcoming events
- building relationships with other stakeholders
- having delegated authority to manage branch expenditure in line with your agreed programme
- making sure any expenditure reflects decisions made by the committee and that it is appropriately authorised
- liaising with the Treasurer to ensure funds are well managed and expenditure is within budget
- connect with the aligned Board member
- compose regular 'Message from the Chair' content for the newsletter or delegate other committee members to create content
- dialling into monthly meetings with the Engagement Manager
- communicating with Engineering New Zealand staff, and sharing Engineering New Zealand information with committee and branch members
- attending the autumn forum or delegating another committee member to attend
- succession planning

## VICE CHAIR

The Vice Chair will deputise as Chair when necessary and help drive branch activities.

## SECRETARY

The secretary looks after the smooth running of the branch by:

- providing an agenda and taking minutes
- keeping accurate branch records, including any correspondence.

## TREASURER

The Treasurer oversees financial matters by:

- working with the Chair to manage the annual budget, and providing updates at committee meetings
- liaising with Engineering New Zealand staff to administer the account
- ensuring payments are appropriately coded and authorised by signatories

## NEWSLETTER EDITOR

The newsletter editor keeps members informed through newsletters and event notices. This means:

- collecting and collating content for newsletters and event notices and sending to the branches email who will distribute to members
- requesting event reminders and ad hoc notices be sent by Engineering New Zealand.

## OTHER COMMITTEE ROLES

Depending on the size of your committee you may wish to combine some of these responsibilities:

### **Young Engineer liaison**

- if the branch and Young Engineer committees are separate then a liaison should be appointed to work with the other committee. This could be on a rotational basis.

### **Events coordinator**

- developing an annual events programme with the Chair
- ensuring event organisation is fairly distributed among committee members
- ensuring event details are confirmed at least 3 weeks prior and sent to branches for publication
- ensuring all committee members are up-to-date with health and safety requirements.

### **Academic and school liaison**

- supporting the Wonder Project team to find Ambassadors for schools
- liaising with academic institutions on joint events and to identify and implement other initiatives.

### **Local council liaison**

- maintaining a constructive working relationship with local and regional councils
- keeping the committee informed of council projects and plans

liaising with our Policy and Projects Lead on submissions

### **Companies liaison and sponsorship**

- liaising with companies to organise and promote branch activities

- developing sponsorship agreements with local companies.

#### **Local council liaison**

- maintaining a constructive working relationship with local and regional councils
- keeping the committee informed of council projects and plans
- liaising with our Policy and Projects Lead on submissions.