



The Sustainable Engineering Society

...engineering in harmony with ecology

04 SENG NATIONAL BOARD RESPONSIBILITIES

Document history and status

Revision	Date issued	Approved by	Date approved	Revision type
Revision 0	11 June 2012	SSEE National Board	22/06/12	-
Revision 1	3 July 2012	SSEE National Board	10/07/12	Changes made by Deane Belfield
Revision 2	10 April 2013	SENG National Board	18/04/13	Updates, including name change
Revision 3	20 September 2013	SENG National Board		Included on-going actions identified throughout the year

1 Purpose

The responsibilities of those that wish to nominate as a SENG National Board Member are described in this document. The document provides an indication of the time commitments needed in relation to being an active board member.

These should be provided to all potential nominees before they make the commitment to join the board.

2 Responsibilities

The following time needs to be allowed for when accepting a position on the board:

- Attendance of two full day board meetings in a location somewhere within Australia each year. The location of the board meeting will be advised several months before the meeting. Flights, accommodation and expenses will be paid from the SENG National funds as per the *03 SENG National Board Reimbursement Guideline*.
- Attendance of eight, half hour teleconferences per year
- Acceptance of at least one role on the national board (as described below) which will take up an average of 1hr per week of time.
- Providing a governance function for SENG as well as the strategic and operational matters to understand and service the needs of the membership.
- Observe WME Magazine deadlines and ensure content is sent to the Magazine Representative by the due dates.
- Ensure the Treasurer and EA Accountant are advised of events that your chapter is running that incur expenses and/or charges for SENG, including event title, location, date, type, catering, registrations and amounts spent so expenses can be approved and allocated correctly.

The board member that is resigning from a role will provide a hand over to the new person taking on the role and will be available to provide assistance where possible.

3 Board Roles

3.1 Chair

The responsibilities and time commitments in addition to those for an ordinary board member are:

- Attendance at the Engineers Australia Technical Society Chairs Meeting. One full day in a location advised by EA every six months.
- As chair of a society there is also the opportunity to nominate as a Technical Society Representative on the EA Congress.

Other duties and responsibilities include:

- At the beginning of each year outlining an overarching Agenda, aligned with the Strategic Plan, that sets the direction for the year, and then review prior to the AGM.
- Preparing the Agenda for monthly Board Meetings and Teleconferences.
- Reviewing, correcting and updating minutes of meetings prepared by the Society's Executive Officer.
- Addressing issues that arise via the Executive Officer and/or Engineers Australia and informing the National Board of relevant issues.
- Having oversight of the budgeting process to ensure that the respective needs of the Society are met, including at the local Chapter level.
- Providing a level of cohesion and support from the national Board to ensure that the Society is functioning effectively at a national level (i.e. across all regions/ chapters), and be prepared to provide support or intervene when and as appropriate.
- Providing leadership within SENG and EA on matters relevant and of common interest to both including EA policies of relevance to the Society.
- Keep a watching brief on each Chapter's needs and respond accordingly
- Be the first point of contact when managing SENG's alliances with other organisations such as EIANZ.
- Preparation of the SENG Annual Report for the Engineers Australia Annual Report.
- Preparation of the Chairs report for the SENG AGM.
- Attending and participating in the Environmental College Board as the SENG Representative. Two full day meetings a year (back to back with the SENG meetings), plus teleconferences as needed.
- Facilitate letter and certificate to new and past Board Members as and when needed.

3.2 Vice Chair

To keep abreast of the issues relating to the Society Board and to undertake the duties of the Chair when the Chair is unavailable to do so.

To become familiar with Board activities and Chair responsibilities with a view to stepping into the role of Chair. In particular this includes the Society's Constitution and Guidelines which as incoming Chair they will need to be informed about.

3.3 Treasurer

Responsible for:

- Liaising with Engineers Australia (EA) finance staff and Executive Officer to obtain financial information for review and reporting to SENG Board.
- Providing verification of approval for payment of invoices and claims to EA finance staff for Board and Chapter Committee approved expenditure, and for claims in accordance with adopted procedures and guidelines.
- Provide assistance to Chapter representatives and Chapter committee treasurers in managing financial matters.
- Assist in developing and updating guidelines and financial procedures.
- Providing a draft budget for the next financial year, to the board at the March/April face to face board meeting for discussion and final approval by June 30.
- Provide financial reports to face-to-face Board meetings and SENG AGM.

3.4 Strategic Planning (SD3 - Leadership and Influence)

Responsible for:

- Ensuring that the national Chair and Board in general are aware of the Strategic Plan and act in accordance and aligned with this.
- Ensure that the Plan remains aligned with EA's overall Strategic Plan.
- Providing support to the national Board and as appropriate at the Chapter level to ensure that the Strategic Plan is understood and SENG office bearers use it to better serve the interests of members in the development of their respective seminar programs.

04 SENG National Board Responsibilities

- Encouraging the Board to use this 'tool' as a communication piece when engaging with other interested parties both without and external to SENG and EA (e.g. Government officials and other Associations and Alliance partners); it serves to position the Society as a professional organisation worth taking note of, and indeed working with.
- Ensure that the Plan remains relevant by reviewing it at least once per year, liaise with the Chair and then being able to provide a report to the AGM on its effectiveness.

3.5 Business Development Marketing (SD4 Recognition Promotion and Membership)

Responsible for:

- Coordinating stands at conferences and forums that the board believe an SENG presence would be beneficial. This would include organising volunteers to man the stand, making sure there is marketing material for the stand, organising stand etc. (probably around two per year).
- Manage SENG Facebook/Twitter/Linked In accounts.
- Provide Marketing Material for the Website.
- Manage and update member benefit & member application forms on an as needed basis.
- Obtain and summarise statistics on hits on SENG video streamed events.
- Include membership marketing in the SENG Magazine.
- Where appropriate put marketing videos on YouTube, SENG and other appropriate websites.

3.6 Communication - Magazines (SD 1 - Community Engagement)

Responsible for coordinating the sourcing of the content and deliver it on time to the editor. The point of contact at WME Media is the Managing Editor of the publication. The position requires:

- Maintain the WME content document so everyone is aware of what they need to provide (this will be incorporated in the communications plan).
- Collecting content for the designated SENG pages each edition
- Ensuring SENG content is submitted by the editorial deadlines set by the editor with the knowledge that failure to meet the editorial deadlines may result in content being omitted
- Send reminder and follow up emails to board members to ensure articles are submitted to WME on time.
- Communicating content ideas on behalf of SENG board and members to the editor.
- In contributing to the magazine and website, authors agree to join intellectual property rights. WME Media agrees not to produce articles that appear in [WME magazine] without the author's permission and the author agrees to seek permission from WME Media to publish an article elsewhere.
- Provide advertising material and articles to EA's Sustainable Engineering Australia (SEA) on-line magazine.

3.7 Communication - Website (SD1 - Community Engagement)

Responsible for:

- Liaising with the website administrator regarding website upkeep and portal maintenance.
- Checking and updating the content on the National Pages so the information is current.
- Provide reminders to Chapter representatives to update their pages.
- Advise the website administrator of errors and issues in relation to the website so they can be addressed.
- Provide the member list to the website administrator for updating of SENG member email addresses and new members.
- Liaise with the Executive Officer about the removal/deactivation of previous members. This will be done annually.
- Managing the maintenance of the Sustainability Portal pages.

3.8 Communication - Newsletters (SD1 - Community Engagement & SD3 Leadership and influence)

Responsible for:

- Supporting Chapters in the preparation and sending of regular e-newsletters to their members.
- Preparing e-newsletters which are sent on behalf of the National Board on a quarterly basis and as needed.

3.9 National Student Award (SD2 - Body of Knowledge and SD4 Recognition Promotion and Membership)

Responsible for:

- Liaising with Chapter representatives regarding Chapter applications
- Arranging judging panel
- Managing submissions and judging process
- Liaising with the Executive Officer regarding notification to applicants.
- Updating the web pages to include the winners of the awards once decided
- Writing a journal article about the winning applicant(s) each year
- Liaising with the conference organising committee regarding attendance of prize winners
- Periodically reviewing the guidelines and submitting updates to the Board for approval

3.10 Special Projects (SD3 Leadership and Influence)

Keep special projects moving. Support, encourage and drive those that have committed to a special project. e.g. Code Red, sustainability survey.

3.11 Conferences (SD2 Body of Knowledge and SD3 Leadership and Influence)

Responsible for:

- Ensuring continuity of conference information and knowledge.
- Providing support to current conference committee.
- Ensuring that past conference chairs, where possible, are involved in assistance to the current conference committee
- Ensuring that current conference committee works within the expectations of the board
- Ensure that any other national conference activity, such as Ecoforum, is carried out as per the wishes of the board

3.12 Membership (SD4 Recognition Promotion and Membership)

Responsible for:

- Liaising with Executive Officer to obtain SENG membership list from Engineers Australia (minimum quarterly).
- Identify new members and provide information to Chapters to welcome new members (minimum quarterly).
- Provide data to SENG website administrator to update website member list and contact details (minimum quarterly).
- Provide membership statistics to face-to-face Board meetings and report to AGM.
- Make recommendations to the Board regarding membership.
- Review the members profile data on the website and report to the Board biannually (during face to face meetings).

3.13 CPD (SD2 Body of Knowledge and PD)

Responsible for:

- Promotion of CPD Events on a national level, which includes general management and leadership on CPD.
- Provide an annual report on CPD statistics and provide assistance to those chapters struggling to provide CPD or gain high attendance. This will be done based on information collected from the chapter reports which need to include a list of events, attendance and if they are webcast by EA.

3.14 *Young Engineers Australia Representative*

- Coordinate a YEA Column for inclusion in the magazine
- Provide an update of YEA activities and advise of any input needed by the SENG Board