



ENGINEERS
AUSTRALIA

Creating a better tomorrow

Office Bearer Handbook
2022



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“Volunteering with EA has enabled me to participate in the change I expect in increasing awareness of the Engineer’s contribution to society and the associated value of our practices. It has also been a fabulous forum through which to develop a professional network, which I’ve found absolutely essential throughout my career and encourage all emerging engineers to establish early. I’ve met some fascinating people, and take pride in the fact that my career achievements include a meaningful contribution to the profession as a volunteer.”



Kelly Coverdale
*FIEAust CPEng NER APEC
 Engineer IntPE(Aus)*

Welcome

Volunteers are at the heart of Engineers Australia as the peak body and voice of the profession – and vital to fulfilling our purpose of advancing the science and practice of engineering for the benefit of the community. We rely on our office bearers for their expertise, networks, thought leadership and “on-the-ground” experience across a huge range of areas, and we are continually impressed by their goodwill, passion and commitment.

This important work impacts both our effectiveness and reputation and, naturally, we expect office bearers to embody the highest ethical standards, as set out in our Office Bearer Code of Conduct, and other policies and procedures.

This document is intended to help our office bearers – and those considering volunteering – to understand our requirements and guide them as they work in partnership with other parts of the team to deliver our strategy and goals.

We would like to personally thank our office bearers and hope they find the experience rewarding.



Dr Nick Fleming
*BE(Hons) PhD FIEAust CPEng
EngExec NER GAICD*
National President & Board Chair



Romilly Madew
AO FTSE HonFIEAust
Chief Executive Officer

Volunteering reminds me
why I became an Engineer.

Quote by an office bearer at a Queensland Volunteering Week event

About volunteering

PART 1

Getting started

One EA

Support in your role

Benefits of volunteering

We want your feedback

There are many wonderful things that will never be done if you do not do them. Even as early professionals, we can make a difference through volunteering – and it gives you a lot in return. My volunteering experience at Engineers Australia has boosted my professional confidence and led me to my current position as a graduate engineer at WSP.

Through my volunteering experience, I have developed not only important leadership and collaboration skills, but also a broad professional network.

What I love about these experiences are not only the opportunities for me to directly make a great impact to the engineering profession and community, but also the platform to meet other passionate and like-minded professionals who are also willing to spend time volunteering!

Now as a graduate engineer at WSP, I am continuing my volunteering journey for Engineers Australia on a Young Engineers Australia committee where we represent, support, and provide a voice for young engineers in the profession. Through this experience so far, I have gotten chances to

meet other passionate early professionals who are recognised as leaders in their companies and fields. Attending the social and professional events hosted by YEA provided me the opportunity to network with other young professionals and mentors outside my own company.

After completion of my university study, volunteering as a YEA committee member provides me the opportunity to continue helping EA to make changes in the engineering community. I also appreciate the opportunities EA offered to me to be part of the committees, so I am eager to payback to EA by helping EA connect with more early professionals.

Volunteering at Engineers Australia has also provided me a unique and powerful platform to pursue my passions such as advocating diversity and inclusion in workplace.



Hardy Hu
GradIEAust

As an office bearer for Engineers Australia, you play an important role in making our vision a reality. You are part of an extraordinary team and the skills, personal qualities, gracious professionalism and passion you contribute, working in partnership with our people, is at the heart of our activities.

Getting started

It is through you, our members, that we inspire the next generation of engineers, maintain our professional standards, educate the profession and provide industry and government with the thought leadership needed to meet challenges as we step into the future.

There are many and varied opportunities to volunteer with Engineers Australia (EA) and, depending on the type of role and/or group, involvement is open to members and non-members, such as:

- Being a member of a:
 - College Board or College Branch;
 - National Committee or National Committee Branch;
 - Special Interest Group/Centre or Centre Branch;
 - Engineers Australia Technical Society or Technical Society Chapter; or an
 - Engineers Australia Overseas Chapter Committee
 - Engineers Australia Division Committee
- Contributing to Australian Standards as an EA nominee
- Contributing to the development of our Position Statements and Public Policies
- Providing your expertise to develop:
 - conferences
 - continuing professional development (CPD)
- Becoming an Editor of one of Engineers Australia's seven scholarly (technical) journals or a reviewer for papers submitted to the Journals
- Becoming a published author by writing a paper for an Engineers Australia Journal
- Contributing your expertise in the development of the body of engineering knowledge
- Being an ambassador for Engineers Australia and engineering by:
 - Telling your friends and neighbours about your job and why you love it
 - Telling your colleagues and networks the benefits of being a member of Engineers Australia
 - Supporting Engineers Australia and its strategic direction
 - Becoming a Student Ambassador.

*Volunteering helps me
to change by
Exchange.*

Quote by an office bearer at a Queensland Volunteering Week event

One EA

We all have a role in Engineers Australia's Culture

Everyone has an important role in shaping and contributing to our culture – the Board, Executive Team, Leadership Teams, Team Members, Office Bearers and Volunteers.

EA is on a journey to strengthen our culture to achieve our strategic outcomes. We are focusing on four mindsets:

- Growth Mindset. We are positive; we lean in to evolve and test new things, and are ok with imperfection and learning from it.
- Networked Thinking. We are OneEA; we think beyond ourselves and silos, and work across teams for collaborative wins that support OneEA and members.
- Outcomes Focus. We stop to think about the ideal impact aligned to EA's strategic outcomes, before launching into tasks.
- Authentic Dialogue. We engage in respectful exchanges; we trust, empower and listen to each other.

How we all live the culture mindset shifts and behaviours is a big part of shaping OneEA, one that we can all be proud of. We hope you join us and live the culture mindsets with us as we advance society through great engineering.

I have volunteered on Engineers Australia's NSW Coasts Oceans and Ports Engineering Panel (COPEP) since 1999 and its National Committee on Coastal and Ocean Engineering since 2016. I enjoy serving the profession, providing CPD, organising conferences, providing peer review and socialising with other EA members.

In my personal life, I am also a surf life-saving patrol captain and emergency callout volunteer. My coastal engineering skills come in handy there as well. As a good engineer, I catalogue my rescues, and I am up to #31.



James Carley
MIEAust

Support in your role

Our promise to you is that you will be supported in your volunteer activities. We know you may have limited time, and you should focus on where your time and expertise will have maximum impact.

Support is always available to you in your office bearer capacity, regardless of which role you may take on over time. Our people are here to work with and support you as your volunteer career develops. In return, we ask that you do your best to deliver on your commitments and abide by our Office Bearer Code of Conduct and where appropriate our policies and procedures.

As both a membership organisation and an employer, Engineers Australia is committed to inclusivity. We value the diversity that people with differing backgrounds, skills, experience and abilities bring and foster an environment free from harassment and discrimination.

Benefits of volunteering

Assisting others through volunteering is a great way of further developing your skills and knowledge growth. Volunteering means you can:

- Refine your talents
- Expand your network and connect with others
- Learn new skills
- Advance your career
- Give back to the profession.

Since the very beginning, volunteers have been integral to our work and are our direct link to the profession. Our members find that volunteering has a positive impact on their personal development and community and no matter how big or small the volunteer role, it makes a real difference.



Staying informed

Engineers Australia, as one of the very few Institutions that covers all engineering fields, has a lot going on and you'll need to stay in touch. As well as our social media accounts, you can keep up to date via:

- The CEO Newsletter
- [Digital create magazine](#)
- Joining the Volunteer Community on [EA Xchange](#)
- [EA Website](#)
- Attending networking and welcome events
- Keeping in touch with relevant EA staff/ other volunteers.

We want your feedback

Engineers Australia values and appreciates our office bearers and we aim to make your volunteering experience as worthwhile and rewarding as possible. We also welcome your feedback to let us know where we're doing well or to help us improve how we support our volunteers.

If you have feedback, the first step is to contact your Division General Manager or the General Manager Learned Society or the Executive General Manager Member Engagement.

As an Engineers Australia office bearer, you are expected to follow our [Office Bearer Code of Conduct](#). Failure to abide by the Code of Conduct could damage Engineers Australia's standing, including the standing of our volunteers and may also contravene the Royal Charter, By-laws, General Regulations and laws that govern Engineers Australia. As a result, we may have to take appropriate action.

After more than 20 years of professional experience in engineering and project management, volunteering with EA is my chosen way of giving back to the profession. Being able to promote the engineering profession globally, engage with other fellow engineers in the region, and engage with the wider engineering community and organisations gives me the self-satisfaction and personal fulfilment that together we can better build communities, advance societies, and shape the future of nations around the globe through great engineering.

Throughout my volunteering years with EA starting from being an executive committee member to Deputy President to ultimately President of EA Qatar Chapter, I was driven by the passion, dedication and motivation to collaborate with peers and professionals in contributing towards achieving our common purpose for the coming generations. It gives me immense pleasure to be an advocate of "giving back to the profession" and great honour to be part of EA volunteering network of over 2000 volunteers across Australia and worldwide.



Tamer Naguib
TFIEAust CPEngT NER

About Engineers Australia

PART 2

Who we are

Our governance

Strategic direction



Raj Das
FIEAust CPEng NER

I have been volunteering with Engineers Australia for the past 12 years. I am highly passionate about forming strong linkages between scientific and engineering communities both nationally and internationally, to promote global network and forums for the seamless dissemination of ideas and information. My vision for enabling technological innovation in Australia is founded on building a strong collaborative relationship between the EA and the engineering community to enhance the contemporary engineering profession in relation to education, research, innovation and industry practice. Dynamic interaction and exchange with many colleagues and the vast network of the professional community have been truly satisfying to me.

As an academic, I seek avenues for EA to play an important role in regard to modern curriculum development in engineering and promotion of STEM education among the next generation students via transformative engineering education and training philosophy along with integrative employability focused approach.

As a professional Engineer, I believe it is my responsibility to contribute to the enhancement of human quality of life and ensure a sustainable future for years to come, which in fact motivates me to continue my volunteering efforts with EA.

Who we are

Engineers Australia is the largest and most diverse body of engineers in Australia. As Australia's principal engineering association, we serve and represent more than 100,000 professionals at every level, across all fields of engineering and practice. We are committed to advancing engineering and the professional development of our members.

We are the trusted authority of a profession that shapes the lives of every Australian. With countless organisations, institutions and government agencies relying on our expertise to create, accredit and assess engineering programs and practitioners, our proven dedication to engineers and the Australian industry is unparalleled.

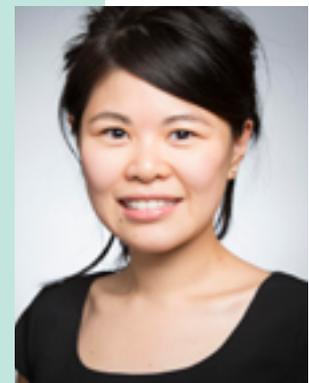
Engineers Australia was established in 1919 and granted a Royal Charter in 1938. We are unique in that our Royal Charter commits us to being more than a membership organisation.

Our purpose is to advance the science and practice of engineering for the benefit of the community and we do this by:

- Educating our members and the community
- Facilitating the exchange of ideas and information
- Encouraging the development of knowledge and competency
- Setting and maintaining high professional standards for our members; and
- Informing community leaders and decision makers.

As a volunteer you are at the core of Engineers Australia meeting its purpose. You are an ambassador for the Institution and the profession and can promote awareness and understanding of engineering and the work of Engineers Australia.

As a graduate in the rail industry, a relatively niche field you don't learn much about at university, I was keen to connect with others and find out what it was all about. Volunteering with Engineers Australia via the Railway Technical Society of Australasia WA Branch Committee was the stepping stone for me to do this and has led to so many opportunities both in terms of career and personal development. Eleven years later to this day, I'm still volunteering with Engineers Australia in various guises. As the peak body of the engineering sector, I have been able to connect with many passionate engineers wanting to make a genuine contribution to industry and the broader community, and to see our visions become reality through our collective efforts has been immensely rewarding. I cannot imagine my engineering journey without volunteering with Engineers Australia.



Michelle Tan
MIEAust CPeng NER



Our governance

Engineers Australia is governed by a Board made up of six directors elected by National Congress. The Board may co-opt up to two additional directors.

The Board delegates, by regulation, the management of Engineers Australia to the Chief Executive Officer.

The Board sets Engineers Australia's strategic direction and the Chief Executive Officer and Executive Leadership Team develop operational priorities in order to meet the strategic direction set by the Board.

Each year a formal call for nominations takes place for some positions on College Boards and Division Committees and, where necessary, an election is held in which only voting members are eligible to vote.

If you would like to find out more about Engineers Australia's core governance documents, you can download or read these via the following links:

[Royal Charter and By-Laws](#)

[General Regulations](#)

The Board (from left to right):

Dr Raj Aseervatham

*B.Eng (Aust), MEngSt (Aust), PhD (Aust), MBA (Aust)
FIEAust CPEng APEC Engineer IntPE(Aus)*
Board Director

Ms Lisa Vitaris

BA(PubComm)/BA(IntlStud) Mbus MBA GAICD
Board Director

Ms Liza Maimone

FIEAust CPEng EngExec NER APEC Engineer (IntPE(Aus))
Board Director

Dr Nick Fleming

*BE(Hons) PhD FIEAust CPEng EngExec NER
APEC Engineer IntPE(Aus) GAICD*
National President and Chair of the Board

Dr Kourosh Kayvani

*FIEAust CPEng NER APEC Engineer IntPE(Aus) FTSE
MAICD*
Board Director

Ms Lucia Cade

*BE(Civil), BEc, MEngSc, MBA FIEAust CPEng EngExec
NER APEC Engineer IntPE(Aus)*
Board Director

Dr Marcus Thompson AM

*BE(Elec) BBus MDefStud MA(StratStud) PhD FIEAust
CPEng EngExec APEC Engineer IntPE(Aus)*
Board Director

Our people

Engineers Australia is fortunate to have a team of dedicated employees located across Australia working in partnership with members, office bearers and the wider community to deliver our operational priorities.

Engineers Australia's Executive Leadership Team and Senior Management Team are committed to working with our members and office bearers in partnership to achieve our Strategic Direction and Operational Priorities.



Romilly Madew AO FTSE
HonFIEAust
Chief Executive Officer



Michael Luddeni FIEAust CPEng
EngExec NER
Chief Operating Officer



Jane MacMaster FIEAust CPEng
EngExec NER APEC Engineer IntPE(Aus)
Chief Engineer



Claire Foo
Chief Digital and Technology
Officer



John Lau ComplEAust
Chief Financial Officer



Jane Hanks ComplEAust
Executive General Manager,
Membership & Growth

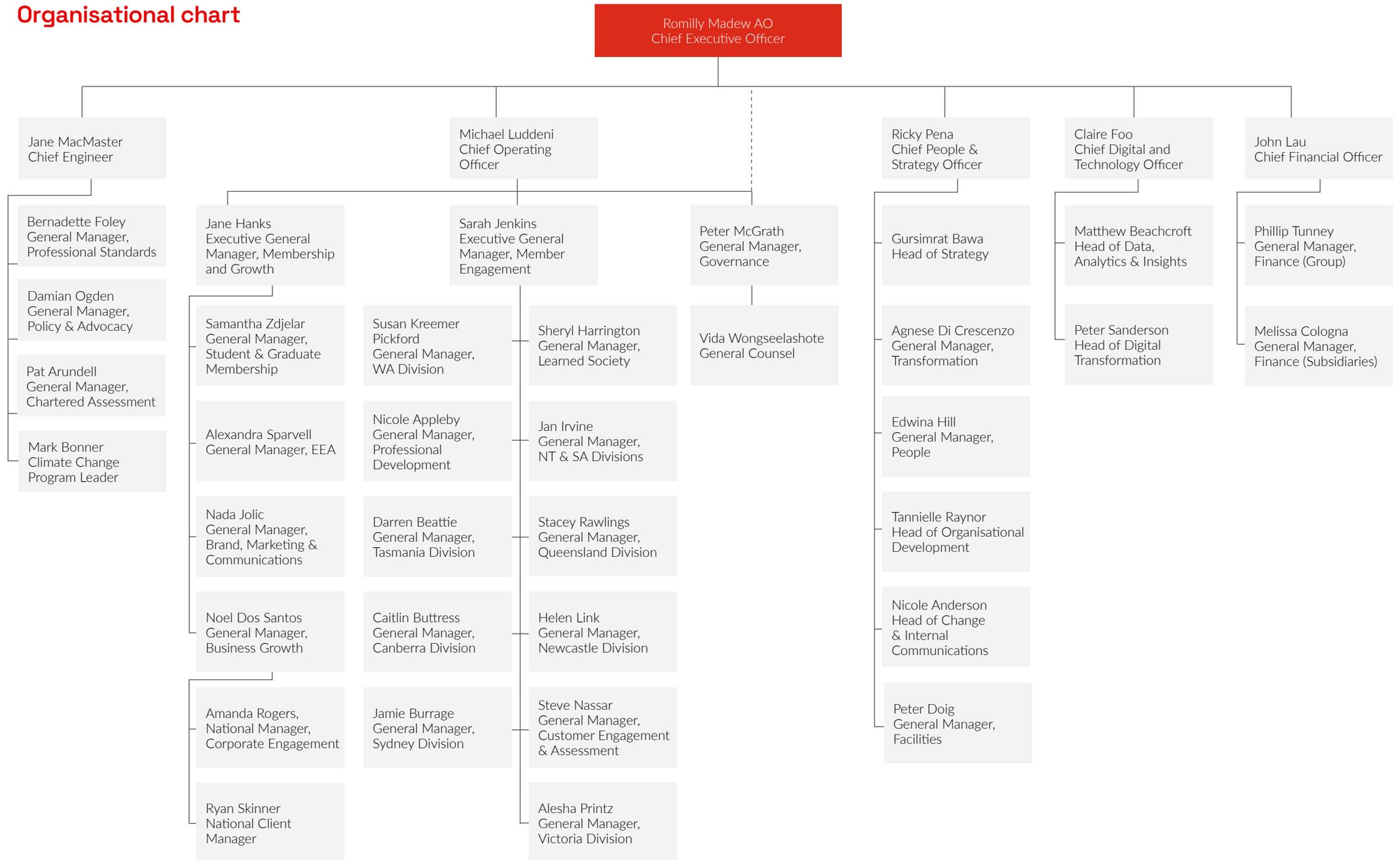


Ricky Peña CAHRI GAICD
Chief People & Strategy
Officer



Sarah Jenkins
Executive General Manager,
Member Engagement

Organisational chart



20|20 Vision expresses clarity and sharpness of vision.

Engineers Australia has a **clear vision** of where it wants to be in 3 years' time.

Our purpose:

To advance the science and practice of engineering for the benefit of the community.

6 Strategic Shifts:

Our 3-year focus sets EA up to deliver on our strategic goals and our purpose across 3 areas of influence: the profession, the membership and the organisation.

THE PROFESSION



1. Future ready

The engineering profession and EA will be positioned for the future of work



2. Impactful leadership

Trusted voice of the profession impacting public policy for benefit of the community

THE MEMBERSHIP



3. Chartered aspired

Current and future engineering professionals will aspire to be Chartered



4. Membership valued

Membership of Engineers Australia is valued by the profession

THE ORGANISATION



5. Easy to do business

Services are streamlined to deliver simply, efficiently and effectively



6. High performing

Volunteers and employees feel appreciated and valued

What you need to know

PART 3

Engineers Australia must operate at the highest standards and comply with all relevant legislation. We will provide guidance and support to our office bearers so that they are able to carry out their duties and are aware of the conduct expected in the delivery of Engineers Australia activities.

Office bearers and employees are expected to adhere to our codes of behavior and policies and procedures put in place to support compliance and protect individuals and the good name of Engineers Australia.

As a valued member of the EA community, we all share the responsibility of ensuring we are doing the right thing when it comes to work health and safety (WHS). As an Engineers Australia office bearer you will be requested to undertake WHS and anti-bullying training.

All our office bearers are invited, and encouraged, to attend an induction specific to the volunteer activity they are partaking in. The induction will provide further information regarding our policies, procedures and how we can best assist you in your role. You will be enrolled in the induction by your local EA contact and assisted where necessary.

A handwritten quote in black ink on a white background. The text reads "Volunteering allows me to give back!" with a decorative flourish underneath the word "back!".

Quote by an office bearer at a Queensland Volunteering Week event



Tuong Ho
StudIEAust

Every experience is a chance for growth. This is what I have learnt after volunteering as an Engineers Australia's Student Ambassador – a journey to expand my comfort zone. This volunteering work allowed me to meet, learn from and even work with the true leaders and the inspirational individuals in the industry. Talking to the successful peers usually caused me to feel small and lost, however, it somehow motivated me to push myself harder to be like them. Even though I am still on my way to reach the successful stage that I set out for myself, I am really satisfied with how much I have growth from my first days of volunteering.

This year, as the President of an Engineering students' group at my university, I want to use what I have learnt from my volunteering time to motivate the next generation to dare to expand their comfort zones and take any opportunities to grow.

Office Bearer Code of Conduct

The Engineers Australia Board requires the holder of any office in Engineers Australia to:

Act in the interests of Engineers Australia as a whole.

1. Support and work with the Board, other office bearers and staff to achieve Engineers Australia's objects and purposes, and support the strategic plan;
2. Keep informed about the organisation, comply with the current policies and procedures of Engineers Australia and undertake training when provided; and
3. Act with honesty, in good faith, with reasonable care and in the interests of the organisation, and so as to uphold the good reputation of Engineers Australia.

Work cooperatively with others.

4. Contribute actively to their committee or group, using Engineers Australia resources properly, effectively and efficiently;
5. Make decisions and set goals consultatively and collectively, based on relevant information, proper analysis and management of risk; and
6. Listen to others and communicate in an impartial, helpful and positive way, and treat all members of the engineering team, members of Engineers Australia, other office bearers and staff equitably and with respect, trust and courtesy.

Act lawfully and within authority.

7. Only make public statements or act on behalf of Engineers Australia with proper authority;
8. Protect the privacy and confidentiality of Engineers Australia information;
9. Not make improper use of Engineers Australia information or property for personal benefit or advantage, and disclose and take reasonable steps to manage any conflicts of interest in committee discussions, decision making and appointments;
10. Act in accordance with the Charter, By-laws and the Regulations of Engineers Australia;
11. Not act in office with a conflict of interest in respect of that office; and
12. Comply with any lawful and reasonable direction given by Engineers Australia office bearers or staff who have authority to give direction.



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AUSTRALIA

engineersaustralia.org.au/about-us/volunteering →