

# Engineers Australia's Civil College Board

## Guidelines for College Board Member Roles

These guidelines set out what Engineers Australia and the Civil College Board can reasonably expect of Board Members.

The Civil College Board normally meets face to face once per financial year with the bulk of the work being carried out by members during the periods between meetings. In addition to the face to face meeting, additional meetings will be held by videoconferences or teleconferences as required.

## Purpose and Strategic Intent of the Civil College

The Civil College Board provides a vehicle through which Engineers Australia advances the science and practice of civil engineering through building the body of engineering knowledge and supporting the career development of engineering professionals. These are provided as background for College Board Members only. The role of a College Board is contained in the General Regulations and can be downloaded via the following link.

<https://www.engineersaustralia.org.au/resource-centre/resource/ea-general-regulations>

## Chair

The Chair of the Civil College Board is elected by the sitting board members. The appointment is for a two-year term. The Chair is responsible for:

- Leading the planning for the Civil College
- Managing the operations of the College Board
- Liaising with Professional Standards and Practice
- Chairing Board meetings
- Ensuring that succession planning for Board Members is undertaken in such a manner to ensure continuity.

## Deputy Chair

The Civil College Deputy Chair is to assist the Chair with the management of the College Board.

The Deputy Chair:

- Is a member who has been elected to provide support and guidance to the Chair
- Does not automatically transition into the position of Civil College Chair
- Will deputise for the Chair as required
- Shall perform such duties as requested by the Chair or the College Board within the purpose and scope of the Civil College as outlined in the General Regulations.

## Civil College Board Members

The Civil College Board undertakes a significant number of activities to achieve the purpose and strategic intent of the College. All members of the College Board are expected to:

- Fill one or more of the standing roles within the Civil College Board
- Undertake assigned activities by agreed dates to the best of your ability
- Contribute your experience to the activities of the Board
- Evaluate plans and activities constructively suggesting areas for improvement and assisting where appropriate
- Represent and promote Engineers Australia and its Civil College externally at business and professional events
- Foster any opportunities for collaboration with other groups within EA, eg Colleges, Special Interest Groups
- Have a vision for appropriate new activities
- Report on activities that are under your leadership.

The College Board has a number of standing roles which are filled from amongst Board Members. The responsibilities of each are included below (Note: these are additional responsibilities):

### **Delegate to Congress**

The College Board's Congress Representative is selected by election of sitting Board members each 2 years. The Representative's tenure in this role is from 1 January to 31 December two years later.

- Represent the Civil College at meetings of Congress
- Contribute at Congress meetings as appropriate
- Communicate with the College Board regarding upcoming matters at Congress and outcomes from Congress meetings.

### **Delegate to Affiliated Societies and International Bodies**

- Represent the Civil College at meetings
- Contribute to your level of skill and as appropriate
- Communicate between the Society / Body and the Civil College Board, seeking College Board input as appropriate.

The Civil College acknowledges that the College Board is made up of volunteers who generally have limited time available for College Board activities, however if members find themselves unable to meet the agreed timeframes or portfolio actions, they are required to discuss the matter with the Chair to enable a realignment of actions to be undertaken to ensure that the College meets its objectives.