Board Role Statements

Why join the ITEANZ Board?

There are many reasons to join the ITEANZ Executive Board:

- ❖ It is an ideal networking and bridge-building opportunity which offers the chance to work with a broad cross section of the professional community, from students to CEOs. This creates both strong and enduring professional contacts, and provides a high level of visibility to prospective employers and employees.

- ❖ It provides great opportunities to develop leadership, communication and influencing skills, which are difficult for many employers to offer in day to day work. Informal mentoring by industry leaders and other Board members can assist in developing your professional skills.

- ❖ Many employers highly value someone who makes a selfless contribution to the profession as it distinguishes them as a potential industry leader.

- ❖ Many of the tasks undertaken by Board members can be incorporated into professional development programs already being pursued by prospective members.

What does it involve?

Senior Board roles such as President, Secretary and Treasurer typically involve commitments of around 5 to 6 hours per month. Other roles typically involve commitments of around 2 to 3 hours per month or greater commitments for only a short period during the year (e.g. leading the implementation of a seminar). Historically, the vast majority of employers provide in-kind support for these roles by allowing some or all of this commitment to be made during work hours.

What are the roles?

Roles on the Board are structured around the Executive team and General Board members. There is no hard and fast rule as to the initial role a new Board member could undertake. For example, some people have the skills and knowledge to fit into an executive role immediately, others take advantage of being a General Board member to further develop their leadership and management skills with a future executive role in mind. Others have a particular interest that best matches a specific role as a General member, such as managing the ITEANZ website.

<h1 style="text-align:center">Executive Officers</h1>

President

Provides leadership and direction to the Board and chairs Board meetings. Represents and provides visibility to ITE at industry events. Acts as the ITEANZ figurehead and is the primary liaison to ITE internationally and to Australian and New Zealand professional bodies and political institutions.

Vice-President

Supports the President and undertakes the President's duties in his/her absence. Provides leadership to specific ITE projects. Ideally suited for someone interested in the President's role in future years.

Secretary

Chief manager of ITEANZ. Coordinates the administration of ITEANZ and ensures statutory compliance and fulfils ITE's obligations as an incorporated association. Responsible for monitoring and actioning all mail and email to the organisation.

Treasurer

Chief Financial Officer of ITEANZ. Responsible for financial transactions, financial strategy and annual financial reports.

Immediate Past President

Provides support, guidance and assistance to the Executive team and General Board members.

<h1 style="text-align:center">General Board Members</h1>

Newsletter Editor

Supervises the preparation of four newsletters per year.

Webmaster

Keeps the ITEANZ webpage up-to-date with the latest publications, notices and photos using simple and easy-to-use web publishing software - WordPress.

Assistant Secretary

Assists the Secretary with their duties (e.g. may take minutes of meetings and prepare correspondence with members).

Student Chapter Liaison

Working with the student chapters at Australian and New Zealand universities to organise student outreach activities such as industry information sessions and the Student Paper Award.

Seminar Co-ordinator

Leads the organisation of ITEANZ seminars. This program often involves joint seminars and cross-promotion with other institutions such as Engineers Australia-Transport Australia Society, AITPM, VPELA and IPENZ. The Seminar Co-ordinator's task is generally undertaken at a high level in terms of preparing a calendar of seminars covering issues of interest and developing relationships with key stakeholders (e.g. government road and public transport agencies, peak bodies for various travel modes, automobile clubs, etc) and identifying potential venues for seminars. The role also includes providing some advice and assistance to people presenting at a particular seminar.

Seminar Leader

The seminar leader is responsible for identifying suitable speakers, selecting and booking venues, publicising the events, and assisting in running the event on the day. The seminar leader may also propose the seminar topic or pursue a topic suggested by others. The seminar leader receives support from other members of the Board (Seminar Co-ordinator, Secretary, Webmaster, etc) in undertaking their tasks. This is an ideal role for a member of our industry to participate in ITEANZ without a year-long commitment to active participation in Board activities. The seminar leader may have a particular interest in the topics being presented and can help provide a forum to publicise research or practical activities that could benefit the industry by wider dissemination.

Award Committee Chairs

There are several committees chaired by Board members which seek, review and select candidates for the various ITEANZ awards presented each year. Currently, these are:

- Emerging Professional Award
- Contribution to the Profession Award
- Contribution to ITEANZ Award
- Sustainable Transport Award
- Student Paper Award
- SIDRA SOLUTIONS Postgraduate Award

Award Committee Member

General Board members can be a member of one or more of the Award committees. Each committee has existing guidelines to assist in conducting the award process. Committee members review the submissions and rank them according to established guidelines to help select an overall winner.

Regional Representatives

Due to the often concentrated nature of the Executive Team (normally located in Melbourne), we seek representatives from New Zealand and the other Australian States and Territories to enable the Board to properly represent the entire Section.