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ITE-ANZ Young Member Committee

Example Position descriptions

Position	Responsibilities
President	<p>Provide strong leadership for ITE by working with the committee board</p> <p>Support the organisation to establish various short-term and long-term plans throughout the financial year.</p>
Vice President	<p>Provide support to the president and assist the student chapter support officers</p> <p>Establishing various short-term and long-term plans throughout the financial year.</p>
Secretary	<p>Maintaining subscriber lists (Mailchimp), organising meetings, assigning meeting roles (minute-takers and chairs)</p> <p>Ensure the outcomes of meetings are reported to the ITE Board, and that their approval is communicated to the committee</p> <p>Be the main point of contact for all queries, requests or issues.</p>
Treasurer	<p>Keep track of all expenses from events and other spending and organise reimbursements and the catering of events. Financial information is to be recorded in budgets and summaries, aiming to balance any income and expenses for financial years and semester periods.</p>
Student Chapter support officer	<p>Maintaining an up to date Student Chapter Manual, and repository of supporting documents and policies for student clubs.</p> <p>Serve as a point of contact for existing and prospective student chapter of the ITE, offering assistance to establish new clubs</p> <p>Make governance and financial decisions and hold events</p> <p>*Also sits on the "ITE Student Member Subcommittee" (if they are a student)</p>
Marketing and Communications Officers (X2)	<p>Developing marketing content, communication, and digital engagement, that leverage:</p> <ul style="list-style-type: none"> • Social media (LinkedIn, Instagram, Facebook) • Mailchimp (newsletters and emails) • Website • Online surveys <p>Merchandise, branding and templates for communication.</p> <p>Identifying avenues for advertising events, which might include other organisations' news streams, university clubs and societies (working with the student chapter liaison) or the ITE-ANZ communication channels.</p>



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Position	Responsibilities
Academic Liaison (X2)	<p>Has a long-term role to play that is largely separate from the year on year running of the committee.</p> <p>Work with ITE-ANZ, ITE (international) and Australian tertiary, secondary and standardization institutions to understand the long-term role of ITE in developing technical content for syllabus, accrediting courses, and providing opportunities for students.</p> <p>Facilitate input from tertiary institutions to the Traffic Bowl and SLS. Initiatives currently active in the USA, but not in Australia, include:</p> <ul style="list-style-type: none"> • Chartered accreditations: PTOE (Practising Transportation engineer), RSP (Road Safety Professional), PTP (Professional Transportation Planner) • Developing manuals and standards • Developing high school curricula • Technical Councils • Running the Collegiate Traffic Bowl Competition across universities
Activities Coordinator	<p>Setting a calendar of events for the year. They should work closely with the marketing and communications officer and secretary to engage with members and determine what the most appropriate events are for members.</p> <p>Delegate organizational tasks associated with running events to other members of the committee, or to volunteers outside the committee. They should also work closely with the Association partnerships representative to leverage events of other associations that would be of interest to members.</p>
Association Partnerships	<p>Identify opportunities to collaborate, cross-promote and partner with other professional associations. Part of the role involves identifying suitable associations and events of interest to members. Existing associations of interest, include, but are not limited to: AITPM, Engineers Australia (Transport Australia Society; Women in Engineering), Women in Transport, Women, Young Transport Professionals, Planning Institute Australia (PIA), CILTA, IPWEA, ITS. The longer term objectives of this role are to form a memorandum of understanding with these organisation to attract larger sponsorship deals that benefit young members.</p>
Mentoring program coordinator	<p>Works with a nominated ITE-ANZ Board Member(s) and Student Chapter representatives to develop, evaluate and plan programs and content for the mentoring program.</p>
ITE International Liaison	<p>Communicate with ITE headquarters and student chapters across the world</p> <p>Share opportunities (via marketing and communications officers) that involve resources, conferences and online publications with members.</p>
Traffic Bowl Coordinator	<p>Sits on the International Traffic Bowl Council.</p> <p>Set the strategic direction of Traffic Bowl in Australia. They may wish to establish a subcommittee.</p>
General Representatives	<p>Any number of general representatives may join the committee to provide support across all functions.</p>



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ITE-ANZ Opportunities

There are many ways you can learn new skills by providing assistance for the running of ITE-ANZ. Below are a list of responsibilities to consider. If you are interested in learning and contributing to any of these roles, email secretary@ite.org.au to express your interest.

Secretary-related

- Minutes Secretary for Board meetings
- Design and get manufactured a new banner
- Keep membership details up to date: get list of financial members from head office ~4 times a year and update master list in MailChimp. Harvest email addresses from seminar and event registrations; check bounces from MailChimp; follow up incorrect email addresses.
- Website: clean out old news. Re-design menus.
- Web Assistant: for posting news and events

Treasurer-related

- Ticket Secretary: compare TryBooking and EventBrite; Set up seminars and events in TryBooking or EventBrite; Get list of attendees for Dinner and Breakfast from group bookings; create list for name tags. Handle booking enquiries; handle cancellations.
- Name tags: Print name tags (on quality colour printer), cut them up, assemble; purchase name tag holders where necessary
- Sponsorship champion

Seminar-related

- Organise seminars: decide topics with agreement from Board; find venue; arrange speakers; create flyer

Young Professional-related

- Help administer mentor scheme
- See Young Member Committee Positions

Newsletter

- Newsletter Editor
- Assistant Newsletter Editor