

YITE AGM Positions for the 2020/2021 Committee

Following a review by the 2019/2020 inaugural YITE committee, the following positions have been identified as key elected positions within the YITE committee. Additional positions to be considered by a future YITE committee have been included for reference and highlighted as not for election in the 2020/2021 AGM.

Position	Position Description and Responsibilities
President	<p>Provide strong leadership for YITE by working and liaising with the senior ITEANZ committee board and ITE headquarters.</p> <p>Support the organisation to establish various short-term and long-term plans throughout the financial year.</p> <p>Provide a point of contact to the ITEANZ senior board to various YITE Committee Members with achieving strategic goals for YITE in Australia and New Zealand.</p>
Vice President	<p>Provide support to the President specifically, but not limited to:</p> <ul style="list-style-type: none"> - Liaison with the ITEANZ senior board, - Co-leading YITE initiatives, - Providing support to the varies YITE Committee Members, and - Assist the student chapter support officers. <p>Establishing various short-term and long-term plans throughout the financial year. Provide support to getting financial assistance for YITE through establishment of sponsorship role</p>
Secretary	<p>Maintaining a YITE contact list, organising meetings, assigning meeting roles (minute-takers and chairs).</p> <p>Ensure the outcomes of meetings are reported to the ITEANZ senior board, and that their approval is communicated to the committee.</p> <p>Be the main point of contact for all queries, requests or issues. This can include, but not limited to:</p> <ul style="list-style-type: none"> - Microsoft Teams communications - Contact requests, and - Communications within the YITE committee.
Treasurer	<p>Keep track of all expenses from events and other spending and organise reimbursements and the catering of events.</p> <p>Financial information is to be recorded in budgets and summaries, aiming to balance any income and expenses for financial years and semester periods.</p> <p>Facilitate reimbursements for YITE members in liaison with the senior ITEANZ board. Pursue sponsor opportunities for YITE financial requirements as part of independent YITE activities.</p>
Marketing and Communication Officers (x2)	<p>Primary role is to continue the online presences of ITEANZ and YITE through the leading Lead the operations of LinkedIn and Facebook for the ITEANZ pages, particularly where YITE members or student chapters are involved.</p> <p>Developing marketing content, communication, and digital engagement, that leverage:</p> <ul style="list-style-type: none"> - Social media (LinkedIn, Facebook, Youtube) - Website - Online surveys <p>Co-ordinate marketing sub-committee with student chapter and societies for communications and advertising of events</p> <p>Assist with the content provision from the various YITE committees for the inclusion in newsletters and emails Preparation of the marketing steps for YITE moving forward to be established for trial in 2020/2021 and documented for 2021/2022 as general practice</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>

<p>Student Chapter Support Office</p>	<p>Serve as a point of contact for existing and prospective student chapters of the ITE, aiding establishment for new clubs. This role is likely to be supported and/or co-ordinated with a ITEANZ senior board member.</p> <p>Co-ordinating with student chapters and the YITE for, but not limited to:</p> <ul style="list-style-type: none"> - Speaker contacts for Student Chapter Seminars and Events, - ITEANZ and/or YITE involvement in events, - Communications through the Notification Channels (emails/social media/newsletters), and - YITE initiatives involving the student chapters
<p>Activities Coordinator (x2)</p>	<p>Setting a calendar of events for the year. They should work closely with the marketing and communications officers and secretary to engage with members and determine what the most appropriate events are for members.</p> <p>Role will involve the leading of the Activities sub-committee to be comprised of initially 3 representatives.</p> <p>Delegate organizational tasks associated with running events to the specific event lead and event sub-committee. This may include volunteers outside the committee.</p> <p>They should also work closely with the Association partnerships representative to leverage events of other associations that would be of interest to members.</p> <p>Regular contact with the President/Vice-president/Treasurer for financial support through the ITEANZ senior board.</p>
<p>Association Partnerships</p>	<p>Identify opportunities to collaborate, cross-promote and partner with other professional associations.</p> <p>Partnership development to include identifying potential event/ short-term financial sponsors for event organisation and independent events operated by YITE.</p> <p>Progression of a memorandum of understanding with organisations to attract larger sponsorship deals that benefit young members. Support can be sought from the ITEANZ senior board as part of this role.</p> <p>Part of the role involves identifying suitable associations and events of interest to members (in conjunction with the Activities Co-ordinators). Existing associations of interest, include, but are not limited to:</p> <ul style="list-style-type: none"> - AITPM Young Professional’s Network, - Engineers Australia (Transport Australia Society; Women in Engineering), - Women in Transport, - Young Transport Professionals, - Planning Institute Australia (PIA), - Engineers Declare, - Engineers without Borders, - CILTA, - IPWEA, - ITS.
<p>General Representative x1 (Executive)</p>	<p>The General Representative to the YITE Executive Board (one) will support the four executive positions (President, Vice-President, Secretary and Treasurer). Primary support will be to the Secretary and Treasurer with key tasks, as noted in the respective position descriptions.</p> <p>Stand-in for the Secretary during YITE committee meetings with organising chairpersons and minute-takers.</p> <p>As a general representative, tasks associated with the running and planning of other YITE actions may be included as part of the role, on an ad hoc basis.</p>
<p>General Representative x4 (Activities Coordinator)</p>	<p>The General Representatives to the Activities Coordinator (four spots) will form the sub-committee for YITE Activities.</p> <p>The role will primarily involve:</p> <ul style="list-style-type: none"> - Support to the Activities Coordinator with the planning of events/seminars, - Actively involved in the running of events, with consideration of a rotational role in events to share workloads, and - Support events through the enlisting of other volunteers to assist with events/seminars. <p>As a general representative, tasks associated with the running and planning of other YITE actions may be included as part of the role, on an ad hoc basis.</p>

<p>General Representative x2 (Marketing/Communications Lead)</p>	<p>The General Representatives to the Marketing/Communications Lead (two) will support the board position with the collection and preparation of content for the YITE and ITEANZ communications channels.</p> <p>The role will primarily involve:</p> <ul style="list-style-type: none"> - Content creation for: upcoming events, recaps on past events, and/or newsworthy items, - Involved in planning for marketing initiatives and advertising for YITE, and - Input into the Content Calendar for team co-ordination. <p>As a general representative, tasks associated with the running and planning of other YITE actions may be included as part of the role, on an ad hoc basis.</p>
<p>General Representative x3 (Association Partnerships)</p>	<p>The General Representatives to the Association Partnerships Lead (three) will form the sub-committee for YITE Partnerships.</p> <p>The role will primarily involve:</p> <ul style="list-style-type: none"> - Assist the sub-committee with the establishment of Partnerships for events/seminars/ other YITE initiatives, - Assist the sub-committee with the establishment of Sponsorships for ongoing YITE initiatives, - Liaison with the Activities Sub-Committee to enable matchmaking of relevant parties with YITE initiatives, and - Assist with co-ordination between associated groups and the YITE <p>As a general representative, tasks associated with the running and planning of other YITE actions may be included as part of the role, on an ad hoc basis.</p>
<p>General Representative x1 (Student Chapter Support)</p>	<p>The General Representative to the Student Chapter Support Officer (one) will be the go-to support role for student chapter interactions and the YITE.</p> <p>Primary support will be regarding the key tasks noted in the Student Chapter Support Officer position description.</p> <p>As a general representative, tasks associated with the running and planning of other YITE actions may be included as part of the role, on an ad hoc basis.</p>
<p>The following roles are not up for election, but may be considered by the future YITE Committee for inclusion.</p>	
<p>SLS/ Traffic Bowl Coordinator (A Key Event Role[s] to be considered by the YITE committee in 2020/2021)</p>	<p>The Student Leadership Summit and Traffic Bowl Coordinator will champion the preparation and organisation of this marquee event. The role is potentially a co-chair role of two to champion this event.</p> <p>The SLS/Traffic Bowl Coordinator will be able to call on the support of YITE during the preparation and running of the event, however, does not need to be part of the YITE general operations. Set the strategic direction of the Student Leadership Summit in Australia and New Zealand (To be based in Melbourne). They will form a sub-committee to support the preparation and organisation of the event.</p> <p>Set the strategic direction of Traffic Bowl in Australia. They may wish to establish a subcommittee. Sits on the International Traffic Bowl Council of the ITE.</p>
<p>Volunteers becoming YITE General Representatives</p>	<p>A number of YITE initiatives will require volunteers from outside the committee to assist with the planning and delivery of these initiatives. Volunteers that are looking to remain involved with the YITE Committee can put themselves forward for nomination to the committee. Consideration for additional General Representatives will be subject to:</p> <ul style="list-style-type: none"> - Additional support roles required for the main board member roles, - Reallocating vacant roles, - Expanded initiatives by YITE, or - Long-term commitment demonstrated by volunteers. <p>Volunteers will need to have been involved in a number of YITE initiatives and will be reviewed by the YITE committee to ensure a role is available.</p>