



ITE-ANZ

**A Community of Transport Professionals
Australia and New Zealand Section Inc**

ABN: 37 117 358 795

EXECUTIVE BOARD ROLES

There are four Officers of the Association elected at the Annual General Meeting:

Executive Officers

1. President
2. Vice President
3. Secretary
4. Treasurer

There are two Executive Board positions appointed automatically:

Ex-Officio Executive Board Members

5. Immediate Past President
6. Global District Director

Ordinary Executive Board Members are elected at the AGM. They may volunteer and be assigned to various roles at a subsequent Board Meeting:

Potential Roles for Ordinary Members of the Executive Board

- Communications Coordinator
- Publications Coordinator
- Events Coordinator
- Sponsorship Coordinator
- Mentoring Coordinator
- Diversity, Equity and Inclusion (DEI) Coordinator
- Young ITE (YITE) Liaison
- Assistant Secretary
- Chair, Contribution to the Transport Profession Award Panel
- Chair, Outstanding Service to the ITE Award Panel
- Chair, Young Professional Award Panel
- Chair, Sustainable Transport Award Panel
- Chair, Student and Postgraduate Award Panel
- Award Panel Member
- Webmaster
- Newsletter Editor
- New Zealand Representative
- Student Chapter Liaison
- General Board Member

Executive Board Roles and Responsibilities

Some roles (eg Webmaster, Newsletter Editor, Student Chapter Liaison) can be ex-officio. They can attend Board meetings when there is a relevant agenda item, without being official Board members. They would not have voting rights. This allows the flexibility for people to contribute without an obligation to attend Board meetings.

President

The ITE-ANZ President provides leadership and direction to the Board and chairs Board meetings. The individual represents and provides visibility to ITE at industry events, and acts as the ITE-ANZ representative at key events held by ITE-ANZ. Where required, the President can be the primary liaison to ITE internationally, and to other Australian and New Zealand professional bodies and political institutions.

The President's duties must be performed in accordance with the Rules of Incorporation for the Australia and New Zealand Section of The Institute of Transportation Engineers Incorporated.

Duties and responsibilities include:

- Providing leadership and direction to the Board.
- Reviewing the ITE-ANZ Strategy on an annual basis and set the agenda for the annual Strategy Meeting.
- Ensuring the content of webinars and events delivered during the year reflects the Strategy of the ITE-ANZ Board.
- Monitoring ITE-ANZ membership and ensuring succession for the Board.
- Chairing monthly Board meetings and set the monthly agenda. Where the President is unable to attend a Board meeting, the Vice President will chair the meeting.
- Representing and providing visibility for ITE-ANZ at industry events, for example by introducing and/or thanking speakers at seminars and presenting awards.
- Liaising with the Director of the ITE Global District.
- Preparing a President's Column article for the newsletter.
- Advocating on issues which the Board has taken a position on behalf of ITE-ANZ membership.
- Contacting potential speakers and special guests for the President's Dinner and Annual Breakfast Meeting.

Vice-President

The ITE-ANZ Vice-President supports the President and undertakes the President's duties in his/her absence.

Duties and responsibilities include:

- Providing leadership and direction to the Board in the absence of the President.
- Reviewing the ITE-ANZ Strategy on an annual basis with the President.
- Assisting the President in hosting the annual Strategy Meeting.



- Representing the President at ITE-ANZ events, webinars or other invited industry events, in the absence of the President.
- Working with the Sponsorship Coordinator to seek sponsorship for events and awards.
- Reviewing ITE-ANZ membership with the President and ensuring succession for the Board.
- Chairing monthly Board meetings, where the President is unable to attend.
- Reviewing and purchasing speaker gifts.

Secretary

The ITE-ANZ Secretary coordinates the administration of ITE-ANZ and ensures statutory compliance is achieved in all Board decisions and fulfils ITE-ANZ's obligations as an incorporated association. The Secretary is responsible for monitoring and actioning all mail and email to the organisation.

Duties and responsibilities include:

- Sending out emails and general correspondence to all Board members. This includes the Board's monthly meetings and sending out calendar invites to the monthly Board meetings.
- Recording of minutes at all monthly Board meetings, and ensuring that the meeting minutes are sent out within a week after the Board meeting.
- Compiling of Board member absences prior to monthly Board meetings, and where informed, provide an update on behalf of the absent Board member.
- Receiving emails and enquires through the Secretary email and passing the information to relevant Board members.
- Sending out email notice of the AGM at least 14 days before the AGM.
- Collecting all Board nominations prior to the AGM and sharing with the President so that nominees can be discussed at the AGM.
- Recording minutes of the AGM, and submitting the Annual Statement online at MyCAV. This must be done within one month of the AGM.
- Updating the ITE-ANZ Board contact details to reflect the new incoming Board.
- Working with the Sponsorship Coordinator and Treasurer to address any outstanding sponsorship invoices.

Treasurer

The ITE-ANZ Treasurer is responsible for managing all financial aspects of ITE-ANZ's operation.

Duties and responsibilities include:

- Managing and reviewing ITE-ANZ accounts on a monthly basis and reporting to the Board each month.
- Raising invoices to sponsors and for payment for ITE-ANZ held events and webinars.
- Managing ITE-ANZ financial systems.
- Preparing Business Activity Statements and other tax requirements on an annual basis.
- Resolving financial matters with the President and Secretary.



- Providing financial advice on ITE-ANZ initiatives and activities in collaboration with the President and Secretary.
- Providing an annual financial report to meet the statutory requirements of an incorporated organisation and Board.
- Exploring ways of improving current financial systems to save costs and operate more efficiently, and bringing this to the attention of the Board, via direct email or at Board meetings.

Immediate Past President

- Provides support, guidance and assistance to the Board.

Communications Coordinator

The ITE-ANZ Communications Coordinator is responsible for maintaining, uploading and advertising ITE-ANZ news, updates and information via Social Media platforms, such as LinkedIn, Facebook and the ITE-ANZ website.

Duties and responsibilities include:

- Growing and maintaining ITE-ANZ's social media reach and positive image.
- Uploading ITE-ANZ events, webinar and other information onto the various social media platforms to broadcast information to ITE-ANZ members. This includes upcoming webinar and events, photos from webinars and events, recording of the webinar or event, links to the ITE-ANZ Newsletter, and any other information for members.
- Collecting day-to-day information needed to keep social media presence current, including webinar and event information, and reporting to the Board on 'views', 'clicks' and 'sign-ups' from social media.
- Coordinating with the Publications Coordinator and Events Coordinator to collate and proof information for each upload to the various social media channels.
- Liaising with the Board to enhance the look, content and coordination of social media channels.
- Working with the Events Coordinator team to ensure timely and adequate advertising of ITE-ANZ activities and events.

Publications Coordinator

The ITE-ANZ Publications Coordinator is responsible for coordinating the write up of all webinars, events and awards hosted and sponsored by ITE-ANZ.

Duties and responsibilities include:

- Coordinating the write up of all webinars, events and awards.
- Ensuring adequate photos and recording of the webinars, events and awards are provided.
- Producing the quarterly ITE-ANZ newsletter.
- Liaising with the Events Coordinator to ensure calendar of events is up to date.



- Growing newsletter readership by working together with the Secretary and Communications Coordinator to understand how many members regularly read the ITE-ANZ newsletter, and their most preferred access to the newsletter.

Events Coordinator

The ITE-ANZ Events Coordinator is responsible for setting the calendar of events as an outcome from the Strategy Meeting, and enlisting volunteers to assist in the coordination and set up of webinars or events, other than the President's Dinner and Annual Breakfast Meeting, which will be coordinated with the President.

The Board will assist the Events Coordinator with keynote speaker contacts or specific individuals within the transport industry, where required. The Board can also assist in contacting specific speakers who have a personal relationship with the specific Board member.

Duties and responsibilities include:

- Coordinating webinars, seminars and events during a 12-month period.
- Sharing the events calendar and speaking topics with the Board.
- Coordinating joint activities with other Australian and New Zealand professional bodies, or reaching within ITE to coordinate international events.
- Enhancing ITE-ANZ members' experience at webinars, in-person educational sessions, and events, through the sourcing of venues and high calibre speakers.
- Reaching within the Board to source eminent speakers, where required.
- Managing booking systems for webinars and events.
- Working with the Communications Coordinator, Publications Coordinator and Sponsorship Coordinator to deliver high quality webinars and events for members. Where required, discuss financial options with the Treasurer.

Sponsorship Coordinator

The ITE-ANZ Sponsorship Coordinator is responsible for reviewing and contacting ITE-ANZ's sponsors, in addition to growing sponsorship. The Sponsorship Coordinator will work closely with the President and Vice President.

The Board will assist the Sponsorship Coordinator with key contacts for new sponsors, where required.

Duties and responsibilities include:

- Reviewing and contacting ITE-ANZ sponsors to ensure that sponsorship expectations are delivered. This includes a minimum of quarterly emails, calls or virtual meetings with all of ITE-ANZ's sponsors.
- Reviewing ITE-ANZ's sponsorship agreement on an annual basis.
- Preparing an action plan for new sponsorship for review by the President and approval by the Board. This action plan will need to highlight a market analysis on the current state of ITE-ANZ sponsorship, market opportunities for ITE-ANZ, and top priorities and timeframes for the coordinator and the Board to achieve in a 12-month basis, extending to 24 months if appropriate.



- Reaching out to the general transportation industry to seek new sponsors. The President will also assist with this.

Mentoring Coordinator

The ITE-ANZ Mentoring Coordinator will work closely with Transport Engineers at Monash (TEM) and other universities, to offer ITE-ANZ members who want to assist in university mentoring programs.

Duties and responsibilities include:

- Working closely with TEM and other university mentoring programs to provide a list of ITE-ANZ member resources for undergraduate mentoring.
- Assisting TEM and other university mentoring programs to review mentor and mentee matches, and keeping regular feedback on the progress of the mentoring program from the mentor-mentee pairing.
- Updating the Board on mentoring progress and any key upcoming events.
- Attending mentoring in-person meetings, such as the Opening and Closing mentoring events and delivering a speech on behalf of the ITE-ANZ Board and thanking ITE-ANZ members for their time and volunteering to connect with undergraduate students.

Diversity, Equity and Inclusion (DEI) Coordinator

The ITE-ANZ DEI Coordinator is responsible for ensuring that DEI is achieved at the Board decision level and also in the delivery of events and webinars. The DEI Coordinator will also be in regular communication with the DEI team in the United States.

The DEI role extends to all matters of diversity, equity and inclusion, including Indigenous matters and events.

Duties and responsibilities include:

- Ensuring the Board and all Board approved activities, such as webinars, events and social media posts and updates, reflects the appropriate DEI measures.
- Providing the Communications Coordinator with social media messages for key DEI events throughout the year. A list of key DEI events will need to be provided to the Board for approval. The President will need to proof all DEI messages to be sent out via social media at least two days before the scheduled social media posts.
- Ensuring that all award nominations and competitions held by ITE-ANZ reflect diversity in nomination. Where this is not the case, review the content of the award and competition advertising and work with the President and Communications Coordinator to ensure a DEI approach and language is present.

Young ITE (YITE) Liaison

The ITE-ANZ YITE Coordinator is responsible for ensuring that there is regular communication between the Board and YITE.

A current YITE committee member is able to nominate for the YITE Liaison role.

Duties and responsibilities include:

- Coordinating with the YITE team on a regular basis.



- Ensuring the growth of the YITE. This growth strategy is to be worked together with the YITE team and presented to the Board.
- Updating the Communications Coordinator, Events Coordinator and Publications Coordinator on YITE events, which are to be included in the Board's 12-month calendar of events.
- Working with YITE to deliver more design competition ideas and events, that encourage student and industry collaboration. The ideas will be presented to the Board and, where required, the Board can assist with collaboration contacts.

Assistant Secretary

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

Award Panel Chairs

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

- Contribution to the Transport Profession Award
- Outstanding Service to ITE-ANZ Award
- Young Professional Award - sponsored by Lindsay Oxlad
- Emerging Leader Award - sponsored by Lindsay Oxlad
- Sustainable Transport Award
- SIDRA SOLUTIONS Postgraduate Award
- Trafficworks Undergraduate Student Award

Award Panel Member

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

Webmaster

- Keeps the ITE-ANZ webpage up to date with the latest publications, notices and photos using web publishing software - WordPress.

Newsletter Editor

- Supervises the preparation of four newsletters per year.

New Zealand, State/Territory Representatives

- Representatives from New Zealand and the other Australian States and Territories to enable the Board to represent the entire Section.



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.

General Board Member

These positions give an individual the opportunity to understand how the core Board collaborates and undertake their duties. This role enables the individual to further understand a specific Board role that they are interested in nominating for at the next AGM.

This role is open to new Board members, such as student members.

Duties and responsibilities include:

- Attending monthly Board meetings, AGM and Strategy Meeting.
- Assisting a minimum of one of the core Board roles in their responsibilities.
- Assisting with the planning of webinars.

