

## **The Role of the Electric Energy Society of Australia (EESA) – Victorian Chapter Committee**

### **1. Introduction**

The Electric Energy Society of Australia (EESA) is an incorporated Technical Society of Engineers Australia (EA).

The Victorian Chapter of EESA is accountable to the EESA National Council and operates in accordance with EESA Constitution and EESA-V Terms of Reference (TOR).

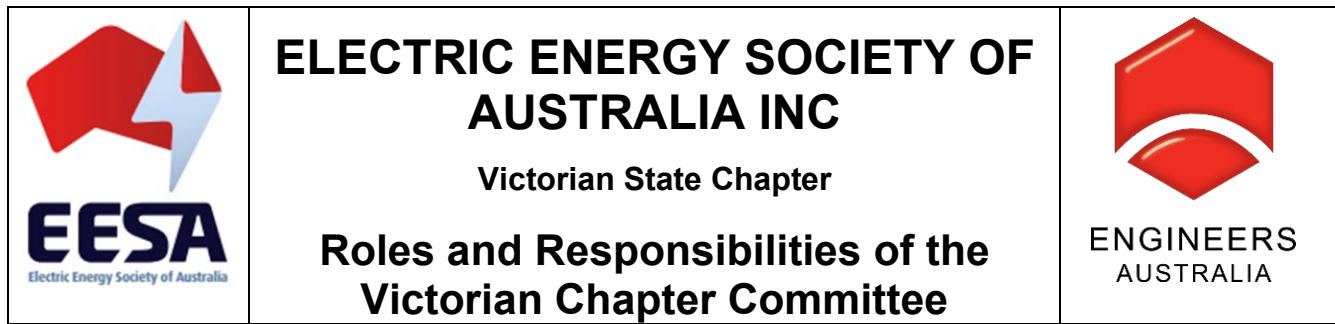
Each Chapter of the Society shall be managed by an elected Chapter Committee comprising Chapter Chair, Chapter Secretary and Chapter Treasurer and a membership of two or more (to a maximum total twelve committee members) as appropriate to the needs of each Chapter. One member of the Committee is to act as Membership Officer for the Chapter.<sup>1</sup>

The Electric Energy Society of Australia Victorian Chapter (EESA-V) committee is generally made up of members nominated and elected by the EESA-V membership and invited representatives from Special Interest Groups as follows:

- Chair
- Secretary
- Treasurer
- Deputy Treasurer
- Membership Officer
- CPD Program Manager
- Assistant CPD Program Manager
- Ordinary Members (3)
- Representative(s) from Special Interest Groups
- Student Ambassador
- Immediate Past Chair

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<sup>1</sup> EESA Constitution, Clause 20



EESA-V is represented at the Electrical College Branch Victoria (ECBV) by the EESA-V Chair (or nominated representative).

EESA embody the learned-society function of the association and are responsible for the following:

- maintaining, extending and promoting the body of knowledge in the field of Power Engineering;
- providing continuing professional development for members through their programs of conferences, seminars, site visits and eminent speakers;
- promoting discipline-specific Continuing Professional Development; and
- mentoring the development of graduates to full professional level.

More information can be obtained from the following Website:

[www.eesa.org.au](http://www.eesa.org.au)

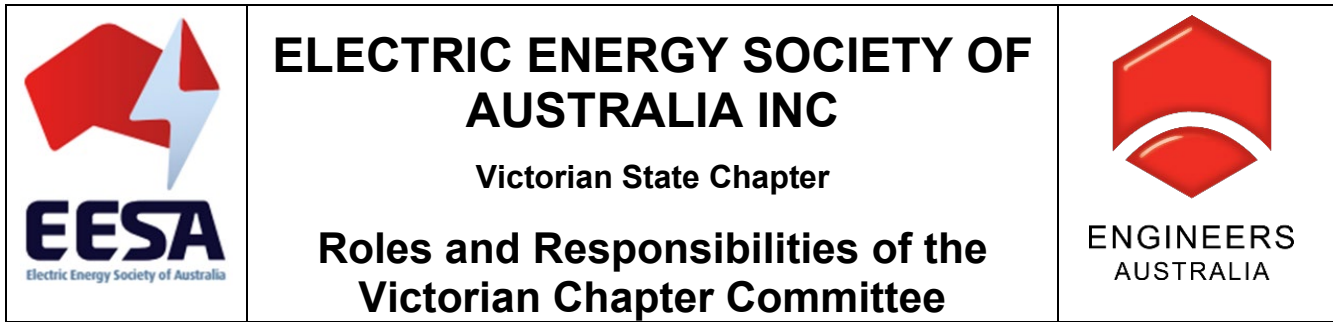
## **2. EESA Victorian Chapter**

Any EESA-V member can be nominated and elected as a member to the EESA-V Committee. Committee members shall be a member of:

- Electric Energy Society of Australia; and preferably a member of
- Engineers Australia

The Committee shall generally liaise with:

- Engineers Australia Victorian Division Office;
- Engineers Australia Victorian Division Committee;
- Representatives of power industry utilities, manufacturers, consultants, service providers, universities, retailers, other professional bodies, government and non-government organisations;
- The EESA National President, National Vice President, National Council and other State Chapter Chairs;
- Other Engineers Australia Victorian Division Technical Societies and Special Interest Groups;
- The IET Victorian Chapter;
- The IEEE Power and Energy Chapter (Victorian Section); and
- The Australian Institute of Energy (Melbourne Branch)



### **3. Responsibilities of the EESA Victorian Chapter**

The EESA Victorian Chapter Chair is responsible for:

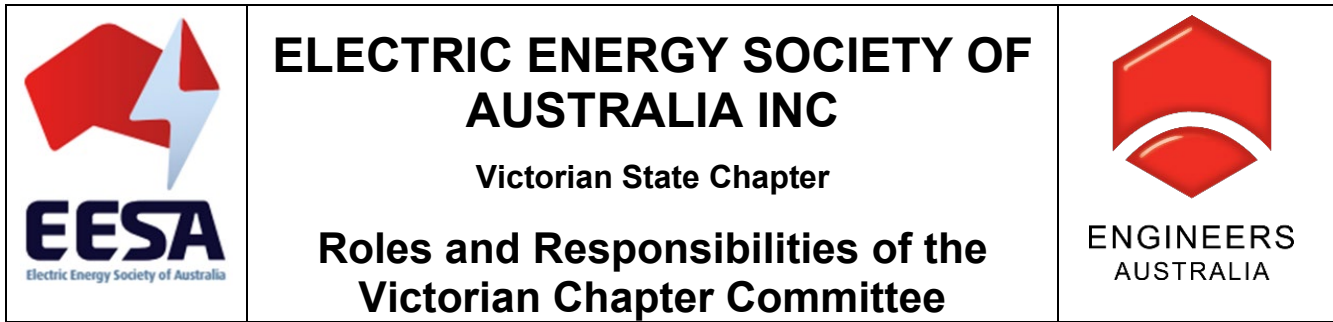
The overall administration and running of the Victorian Chapter of the Electric Energy Society of Australia (Inc) in accordance with:

- The Electric Energy Society of Australia (Inc) Constitution;
- Directives and resolutions of the EESA National Council;
- The Terms of Reference of the EESA-V;
- Engineers Australia Technical Society Guidelines and Regulations;
- Engineers Australia Regulations;
- The Code of Ethics of Engineers Australia; and
- Good Corporate Governance principles and practices.

### **4. Role and Responsibilities of the EESA Victorian Chapter Chair**

The Chapter Chair shall generally be responsible for:

- Presiding over all meetings of EESA-V;
- Management of the Victorian Chapter Committee;
- Management of a Victorian Chapter Technical Program for Continued Professional Development;
- Liaison with Victorian universities;
- Management of a Student Awards Program;
- Representation of EESA-V on various committees, meetings, and special events;
- Management of individual, student and corporate membership;
- Strategic Planning of EESA-V direction in accordance with the strategy set by EESA National Council;
- Management of the financial performance of EESA-V; and
- Promoting EESA and Engineers Australia.



## **5. Role and Responsibilities of EESA Victorian Chapter Secretary**

The Secretary shall generally be responsible for:

- Planning, organising, give notice, set agendas, facilitate and minute EESA-V monthly meetings, any special meetings and the EESA-V Annual General Meeting (AGM);
- Managing and maintaining EESA-V documentation and formal correspondence;
- Preparing monthly, bi-annual and annual reports for presentation at various meetings;
- Liaising with the EESA National Committee secretary;
- Preparing and managing sponsorship agreements and memorandums of understanding;
- Other committee roles as assigned during the period of office; and
- Assuming the roles and responsibilities of the Chapter Chair during any periods of absence (on the basis that there is no Deputy Chair on the committee).

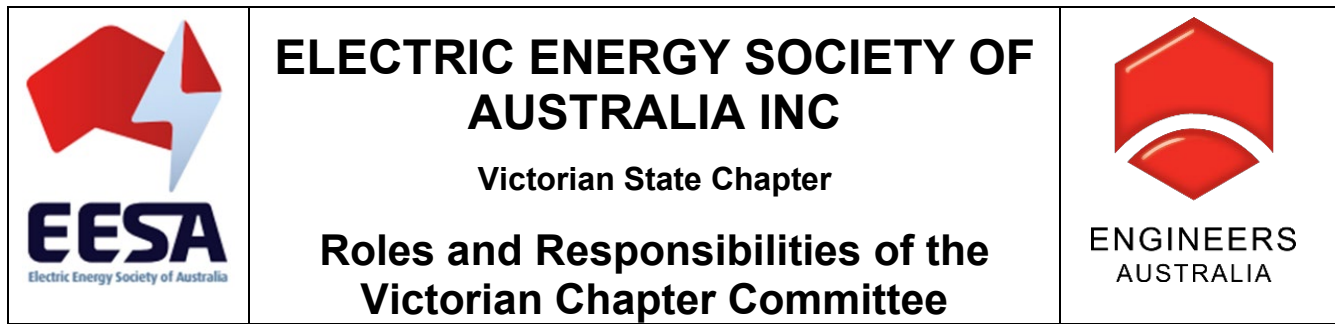
## **6. Role and Responsibilities of EESA Victorian Chapter Treasurer**

The Treasurer shall generally be responsible for:

- Attending nominated EESA-V meetings and presenting monthly reports to the EESA-V Committee as required;
- Maintaining the financial accounts of EESA-V in accordance with the *Technical Society Guidelines and Regulations Appendix 3*<sup>2</sup>, as directed by the Honorary National Treasurer and in accordance with good financial management bookkeeping practices;
- Preparing monthly, bi-annual and annual financial reports for presentation at various meetings;
- Management of all EESA-V financial matters in a timely manner;
- Liaising with and taking direction from the EESA National Honorary Treasurer;
- Management of EESA-V bank account(s); and

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<sup>2</sup> *Technical Society Guidelines and Regulations – Appendix 3*



- Maintaining software licences and security agreements;

#### **7. Role and Responsibilities of EESA Victorian Chapter Deputy Treasurer**

The Deputy Treasurer shall generally be responsible for:



- Attending nominated EESA-V meetings and assisting with compilation of monthly reports to the EESA-V Committee as required;
- Assisting the Treasurer with maintaining the financial accounts of EESA-V in accordance with the *Technical Society Guidelines and Regulations Appendix 3<sup>3</sup>*, as directed by the Honorary National Treasurer and in accordance with good financial management bookkeeping practices;
- Assisting with the management of EESA-V bank account(s); and
- Helping to maintain software licences and security agreements;

#### **8. Role and Responsibilities of EESA Victorian Chapter Membership Officer**

The Membership Officer shall generally be responsible for:

- Attending nominated EESA-V meetings and present monthly membership reports to the EESA-V Committee as required;
- Preparing monthly, bi-annual and annual membership reports for presentation at various meetings;
- Developing, implementing and managing membership growth plans to deliver goals outlined in the EESA Strategic Plan and agreed membership targets for EESA-V;
- Planning and organising one 'individual' membership technical/social event per year for EESA-V members – 'Members Night' and organising one annual corporate membership event for EESA-V Corporate members;
- Maintaining EESA-V Membership List. The list is kept by the National Secretary in the National Data Base and is available to the EESA-V Membership Officer via the National Secretary, Honorary National Treasurer, the EESA website, or on request;

<sup>3</sup> *Technical Society Guidelines and Regulations – Appendix 3*

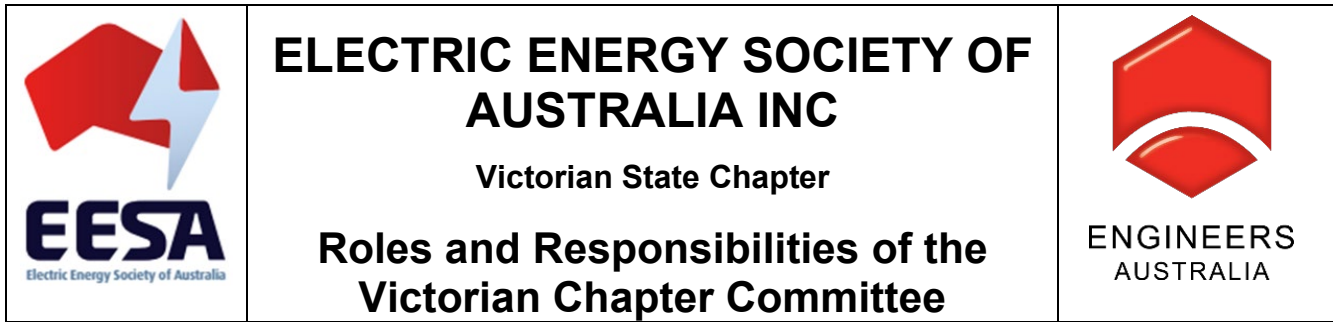
 <p><b>EESA</b> Electric Energy Society of Australia</p>	<p><b>ELECTRIC ENERGY SOCIETY OF AUSTRALIA INC</b></p> <p>Victorian State Chapter</p> <p><b>Roles and Responsibilities of the Victorian Chapter Committee</b></p>	 <p><b>ENGINEERS AUSTRALIA</b></p>
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- Conducting membership surveys in conjunction with the Chapter Secretary as determined by EESA-V Committee;
- Liaising with National Secretary, Chapter Secretary and Chapter Chair to issue a 'Welcome Pack' to new members;
- Maintaining relationship with Corporate Member representatives; and
- Management of the transition of Basic Student membership and special interest group members to Premium Student membership and individual membership of EESA.

## **9. Role and Responsibilities of EESA Victorian Chapter CPD Program Manager**

The CPD Program Manager shall generally be responsible for:

- Developing, implementing and managing event programs to deliver goals outlined in the EESA Strategic Plan;
- Planning and organising technical seminars for EESA-V members;
- Maintaining and managing a firm CPD program a minimum of 3 months in advance;
- Managing EESA-V events as per the EESA-V Event Checklist;
- Registering all events on EESA and EA Website;
- Liaising with the Marketing and Communications Manager to have all events promoted;
- Keeping records of registration details for events;
- Maintaining the CPD register;
- Issuing CPD Certificates to presenters;
- Providing reports of CPD attendance;
- Managing an event pricing structure that provides value to members and incentives to non-members to take out membership of EESA;
- Attending nominated EESA-V meetings and presenting reports to the Committee as required;
- Preparing bi-annual reports for inclusion in the EESA-V report to EESA National Council;
- Preparing annual report for presentation at the EESA-V Annual General Meeting (AGM);
- Convening CPD planning workshop(s) to maintain a 12 month planned program and a minimum of a 3 month firm program; and
- Liaising with EESA-V treasurer to invoice EA for all fees paid;



## **10. Other EESA Victorian Chapter Committee Positions**

The EESA-V Chapter Chair shall generally be responsible for creation of positions on the Victorian Chapter Committee to manage directions and resolution of EESA National Council and the Objectives and Activities of EESA<sup>4</sup>. Additional positions on the Victorian Chapter are:

- Deputy Chair
- Communications & Marketing Manager
- University Liaison
- Mentoring Program Manager
- Site Visitation Manager

These positions are reviewed by the Victorian Chapter Chair in conjunction with the Chapter Committee.



## **11. Role and Responsibilities of EESA Victorian Chapter Deputy Chair**

The Deputy Chair shall:

- Be appointed by the Chapter Chair in consultation with the Chapter Committee to be the successor of the Chapter Chair in the following term;
- Assume the roles and responsibilities of the Chapter Chair during any periods of absence; and
- Maintain their current role on the committee while taking on the role of Deputy Chair.

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<sup>4</sup> EESA Constitution, Clause 5 and 6

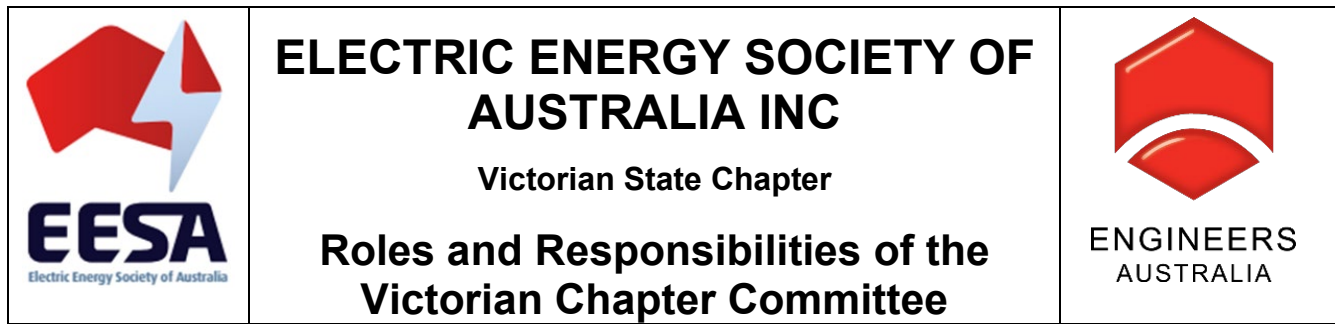
	<p><b>ELECTRIC ENERGY SOCIETY OF AUSTRALIA INC</b></p> <p>Victorian State Chapter</p> <p><b>Roles and Responsibilities of the Victorian Chapter Committee</b></p>	
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## **12. Role and Responsibilities of EESA Victorian Chapter Communications & Marketing Manager**

The Communications & Marketing Manager shall generally be responsible for:

- Attending nominated EESA-V meetings and presenting monthly reports to the EESA-V Committee as required;
- Preparing EESA-V media communication strategy and plan(s);
- Preparing bi-annual reports for inclusion in the EESA-V report to EESA National Council;
- Preparing annual report for presentation at the EESA-V Annual General Meeting (AGM);
- Liaising with the EESA National Secretary for management of content on EESA web site;
- Preparing guidelines for issuing to members on use of social media;
- Preparing and implementing a program to achieve 100% use of at least one social medium by EESA members;
- Liaising with EESA LinkedIn moderator;
- Liaising with EESA Twitter moderator;
- Liaising with EESA Facebook moderator;
- Promotion of EESA Corporate Members and establishment of links back to their web sites;
- Managing preparation of articles for publication in EESA Bulletin;
- Managing advertisements and articles for publication in stakeholder publications;
- Management of the use of EESA Logo in accordance with Engineers Australia Operating Procedures – Brand Management;
- Management of EESA Membership List in accordance with the Privacy Act; and
- Development of Social Media for real time use at EESA-V events.





### **13. Role and Responsibilities of EESA Victorian Chapter University Liaison**

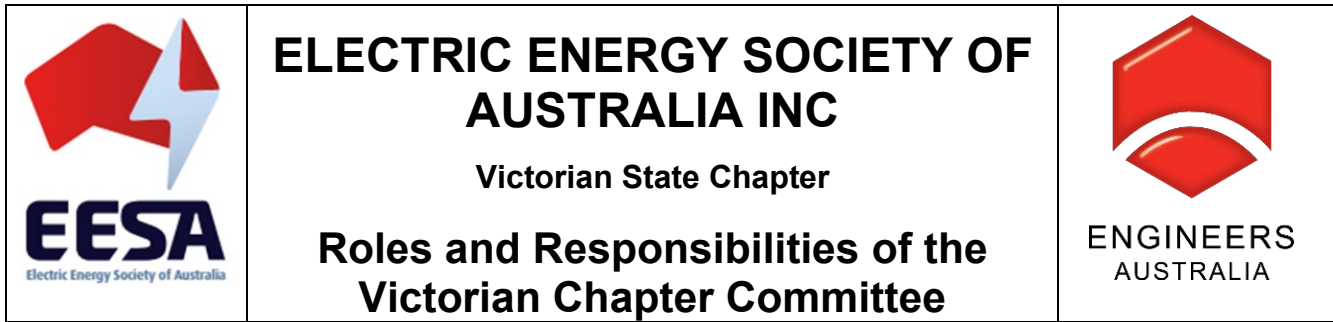
The University Liaison shall generally be responsible for:

- Promoting the interests and activities of EESA by providing University contacts with regular updates on relevant activities and issues;
- Acting as a point of contact for University contacts;
- Facilitating links between EESA Victorian Chapter and the Universities;
- Identifying opportunities for student members to be involved in EESA Victorian Chapter activities;
- Attending nominated EESA Victorian Chapter meetings and presenting reports to the Committee as required;
- Planning and organising at least one University event per year for EESA University and Student members;
- Maintaining EESA Victorian Chapter University Contact List;
- Growing Student Membership in accordance with the EESA Strategic Plan; and
- Ensuring that University and Student members and representatives are financial and have been advised on their voting rights.

### **14. Role and Responsibilities of EESA Victorian Chapter Mentoring Program Manager**

The Mentoring Program Manager shall generally be responsible for:

- Developing, implementing and managing a mentoring program that aligns with the goals outlined in the EESA Strategic Plan;
- Maintaining and managing a firm mentoring program a minimum of 3 months in advance;
- Managing mentoring program events as per the EESA-V Event Checklist;
- Registering all mentoring program events on EESA and EA Website;
- Liaising with the Marketing and Communications Manager to have all mentoring program events promoted;
- Keeping records of registration details for mentoring program events;
- Attending nominated EESA-V meetings and presenting reports to the Committee as required; and

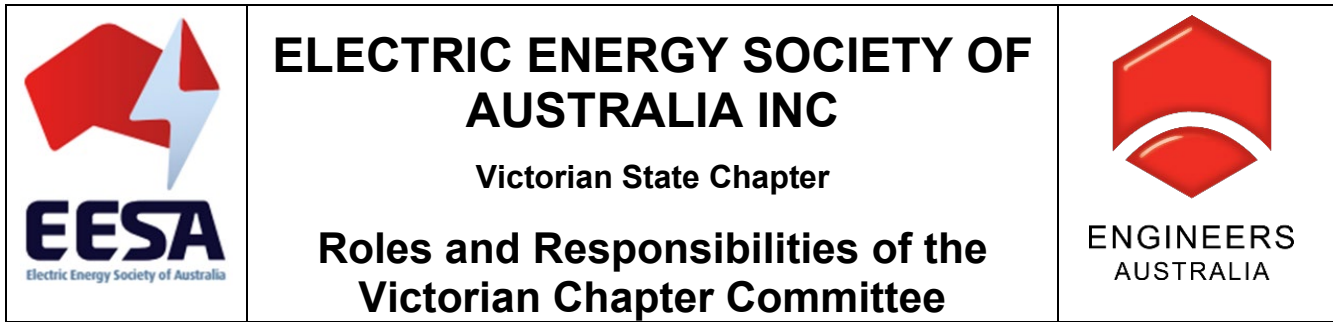


- Arranging for a thank you gift or dinner to mentors who participate in mentoring program events and activities; and
- Managing a mentoring program event pricing structure that provides value to members and incentives to non-members to take out membership of EESA;

### **15. Role and Responsibilities of EESA Victorian Chapter Site Visitation Manager**

The Site Visitation Manager shall generally be responsible for:

- Developing, implementing and managing a site visitation program that aligns with the goals outlined in the EESA Strategic Plan and within the CPD Program for EESA-V;
- Planning and implementing a minimum of 3 site visits to places of interest for EESA members;
- Maintaining and managing a firm program a minimum of 3 months in advance;
- Managing site visits as per the EESA-V Site Visit Checklist;
- Registering all site visits on EESA and EA Website;
- Liaising with the Marketing and Communications Manager to have all site visits promoted;
- Keeping records of registration details for site visits;
- Attending nominated EESA-V meetings and updating the Committee on upcoming site visits as required;
- Arranging for a thank you gift to company representatives who participated in running the site visit; and
- Managing a site visitation pricing structure that provides value to members and incentives to non-members to take out membership of EESA;



### **Further references, reading material and information**

#### **EESA Constitution**

The 'EESA Constitution' can be found at the EESA web site. It provides valuable information about EESA. New Office Bearers are encouraged to familiarise themselves with this document.

<https://www.eesa.org.au/LiteratureRetrieve.aspx?ID=176208>

#### **EESA-V Terms of Reference**

Please contact the EESA-V Secretary or Chair for a copy of the latest document.

#### **Technical Society Overview**

An overview of Technical Societies of Engineers Australia is contained at the following link.

<https://www.engineersaustralia.org.au/Communities-And-Groups/Technical-Societies>

**Note:** EESA is an incorporated body. The EESA Constitution may take precedence over these guidelines for some parts of our operation.

**Engineers Australia** publication 'Operating Procedures – Brand Management'

**Engineers Australia** publication 'Volunteer Handbook'