**Purpose:**
To provide board and committee members with clear guidance as to what is expected during the 2 year tenure.

**Proposed Roles**
- Board roles (4) – President, Vice President, Treasurer, Secretary
- Committee roles (4) – Events Chair, Education Chair, Marketing & Industry Engagement Chair, Website Developer

Sub committees are encouraged however sub-committee meetings will require attendance of at least one committee member who will report back in the next committee meeting. Sub-committee members are welcome to attend committee meetings however will have no voting powers.

**State Champions**
These can be adopted by committee nominees, or alternatively (particularly for lesser represented states) can be a different person.
- VIC
- NSW
- QLD
- WA
- SA
- NT
- TAS

**Regional Representatives**
These can be adopted by committee nominees, or alternatively (particularly for lesser represented states) can be a different person.
- NZ
- Asia

**IBPSA World Affiliate**
Quentin Jackson

**2018/19 Special Interest Groups**
These will be led by committee nominees
- BIM to BEM
- Future Weather
- Multi-disciplinary collaboration – closing the gaps
**Board and Committee Expectations**

All committee members are expected to attend a minimum of 8/12 meetings throughout the calendar year. Committee meetings are held monthly at 4pm on a Thursday unless otherwise advised. This can be revised if required.

Each committee member will host or support a minimum of one state event per year.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>2017/18 Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Lead IBPSA through its agreed strategy (to be developed in 2018), support committee in achieving role goals, improve visibility and engagement with IBPSA, run monthly meetings, identify opportunities for cross association collaboration</td>
<td>Paul Bannister</td>
</tr>
<tr>
<td>Vice President</td>
<td>Support President in their role, checking in with chairs (committee and special interest). Act in role of President when he/she is unable to attend meetings</td>
<td>Nicki Parker</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Reviewing accounts throughout the year, submitting annual return, collecting and reimbursing monies from committee events, assisting board with financial spending decisions throughout the year, responsible for bank account, liaise with accountant to prepare annual accounts</td>
<td>Erica Kenna</td>
</tr>
<tr>
<td>Secretary</td>
<td>Maintaining membership records, scheduling meetings, liaising with IBPSA World (newsletters, international events, major conferences etc), minuting meetings</td>
<td>Quentin Jackson</td>
</tr>
<tr>
<td>Events Chair</td>
<td>Coordinating wider events strategy, supporting local champions to host events, coming up with ideas for alternative events, setting up protocols for smooth running and consistent events</td>
<td>Priya Gandhi</td>
</tr>
<tr>
<td>Education Chair</td>
<td>Coordinating wider education strategy, supporting local champions to connect with academia, proposing opportunities for IBPSA to run training, identify the needs of IBPSA members to maintain skills</td>
<td>PC Thomas</td>
</tr>
<tr>
<td>Marketing &amp; Industry Engagement</td>
<td>Coordinating wider marketing &amp; industry engagement strategy, supporting local champions to promote events, identify opportunities for IBPSA committee to comment on publications</td>
<td>Noni Nuriani</td>
</tr>
<tr>
<td>Website Developer</td>
<td>Potential website overhaul to provide more value to members.</td>
<td>Quentin Jackson</td>
</tr>
</tbody>
</table>