



IBPSA Australasia Committee Terms of Reference 2018/19

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.

Role	Description	2017/18 Position
President	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	Paul Bannister
Vice President	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	Nicki Parker
Treasurer	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	Erica Kenna
Secretary	Maintaining membership records, scheduling meetings, liaising with IBPSA World (newsletters, international events, major conferences etc), minuting meetings	Quentin Jackson
Events Chair	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	Priya Gandhi
Education Chair	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	PC Thomas
Marketing & Industry Engagement	Coordinating wider marketing & industry engagement strategy, supporting local champions to promote events, identify opportunities for IBPSA committee to comment on publications	Noni Nuriani
Website Developer	Potential website overhaul to provide more value to members.	Quentin Jackson