



ENGINEERS
AUSTRALIA

Expressions of Interest (EOI) open session - Q&A

Question	Response
If a member is elected as Chair / Vice Chair for the next year and their term is up, do they need to go through the EOI process?	<p>No, they do not need to go through the EOI process. The call for nominations process for electing Chairs and Deputy Chairs is a different, separate process and sits outside of the EOI process.</p> <p>In most instances, College Boards and National Committees have already finalised the nomination process for Chair and Deputy Chair for the 2024/25 term. The Learned Society team are working with the Division teams to go through the same process with their branch committees before the EOIs close. That is, if the Chair or Deputy Chairs term ends as at 31 December 2023, we will be calling for nominations, or assisting you in calling for nominations prior to EOIs closing in late September. This allows a committee to know who will be stepping into those roles next year and assist with the review of EOIs as there will be more understanding in relation to the composition of the committee in 2024.</p>
For Chairs and Deputies whose terms end this year, do they still need to submit an EOI?	No, they do not. Please see the answer to the next question
In electing Chairs and Deputy Chairs, how is the process different from the EOI process?	<p>Nominations for the Chair and Deputy Chair position are called from the current sitting members of the committee. If only one member nominates for the position, they are elected unopposed. If more than one member nominates for the position, then a secret ballot is held where the current sitting members cast their vote.</p> <p>This process can partially overlap the EOI process, however ideally it would be completed before the EOI closing date. In this way, any members who are unsuccessful in their nomination for Chair or Deputy Chair can participate in the EOI process if they wish to serve another term on the committee.</p>

Question	Response
What happens if someone wants to be Chair/Deputy and doesn't submit an EOI, but then doesn't get elected as Chair/Deputy? Does this mean they're off the committee?	No, as above ideally the election of Chair and Deputy Chair is finalised before the EOIs close. Any member who was unsuccessful in their nomination as Chair or Deputy Chair will have the opportunity to submit an EOI to serve another term on the committee as a general committee member.
How many years in a row can someone be a Chair?	A member can serve 2 consecutive two-year terms as Chair, so 4 years in total.
How many terms can a Chair serve?	Please see the previous answer.
Once a Chair finishes their term, are they no longer eligible to be on the committee? I'm asking because, if that were the case, then most of our committee would have to step down, as we don't have much turnover and we take any new members we can.	It is not that they're not eligible, it's that we work within the maximum tenure of 6 years for committee members, and up to 10 years if a member steps into the role of Chair or and Deputy Chair. There is nothing to say that a Chair can't step into a committee member position, and that is a question for the Chair and committee.
If I understand correctly, does the Immediate Past Chair or Deputy Chair automatically get a 1- or 2- year term when they finish the role?	<p>When an Immediate Past Chair's term completes, they step down from the committee. The Immediate Past Chair, Chair, and Deputy Chair positions do not automatically go back to being a general committee member.</p> <p>If the Deputy Chair has reached maximum tenure, they would also step down from the committee. If the Deputy Chair has not reached maximum tenure, they may participate in the calls for nominations process to serve as Chair, or for another term as Deputy Chair. If unsuccessful, they can participate in the EOI process if they wish to serve another term on the committee as a general member.</p>
For branch committees - do chairs need to be chartered? There seems to be some ambiguity about this. In QLD, RPEQ is the most important certification, most of the panel has this and we feel in QLD, RPEQ should be a requirement (if any) rather than chartered	This comes out of the Branch Procedures that were developed a few years ago. Ideally, the Chairs of all the groups/committees would be Chartered, however there is flexibility regarding this requirement as we understand that not everyone needs to be Chartered, however noting it is a core Engineers Australia competency for engineers.
Chartered: Could we have some clarity if the Chair needs to be Chartered?	Please see the previous answer.

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<p>Could you clarify tenures on a committee? What are the regulations? Especially when people have come to the end of their tenures?</p>	<p>While the maximum standard tenure is 6 years, if a committee member is committed and active, there is flexibility built into the process and this can be discussed on a case-by-case basis.</p>
<p>For our committee, and possibly for others, 2-year terms and 6-year tenures is too short. When the rules about tenure came in, we lost a lot of our committee members as they had already served far longer. We're losing capability and people because of this.</p>	<p>The By-Laws say a term is 2 years, and the General Regulations say the maximum is 3 terms, however there is a piece of work being undertaken on the General Regulations that is looking at this.</p> <p><i>Comment by member: we need to be mindful of striking a balance between giving opportunities for succession planning and training new committee members, and the experience and leadership of members who have served for some time.</i></p>
<p>Why are there no committees listed for the SA Division under Regional Groups on the EA website</p>	<p>An action was taken to contact this member offline and investigate the page being referred too.</p>
<p>Does a current committee member need to fill out exactly the same EOI as a new committee member (i.e.: someone wanting to join the committee)?</p>	<p>No. The EOI form will ask you:</p> <ul style="list-style-type: none"> • which committee you are lodging your EOI for (a maximum of 2), and • if you are a current member of that committee. <p>If you are a current committee member, you do not need to lodge your CV, however you will need to submit your candidate statement stating what you have worked on and delivered for the committee during your previous term, and what you hope to deliver in the future.</p> <p>If you are not a current committee member, you will have to submit a CV, and your candidate statement will need to address the key criteria.</p>
<p>Can a Companion be elected to an Office Bearer position?</p>	<p>No, unfortunately, Companion or Affiliate members cannot be elected as an office bearer, however they can be co-opted onto a committee.</p>
<p>What is the maximum number of groups a member can join?</p>	<p>There's nothing in the General Regulations regarding a maximum number of committees a member can serve on, however there is a workload associated with each role, and members need to consider how much they can offer/undertake. The more groups you volunteer for or work with, the less you will be able to commit to each one.</p>

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Can we have 12 [people] on the committee?	The maximum number of voting members is different for different committees/groups, however if a committee has more high calibre EOIs than available positions, there is the option to co-opt some of these members. Co-opted positions are non-voting.
With 115 groups participating in the EOI process, it's difficult for members to find their way through to the committee they want to join. Is the website changing to make finding the groups and where to submit EOIs easier?	<p>Thank you for the feedback. There is a lot of information that we present to the members, and over the past couple of years we have had feedback that we have provided both too much and too little information.</p> <p>This year the EOI information is being presented on a microsite of the Office Bearer and Volunteer Hub hosted on EA XChange, and we hope this will make the information easier to find and navigate.</p> <p>The Hub is a public site and does not require members to log in to access the information. It acts like a webpage where anyone can access the information.</p> <p>We have taken previous feedback on board, and welcome further feedback on how the EOI information is presented. If needed, changes can also be made during the process.</p>
Nominations committees. How is the nominations committee formed, separate to the people submitting EOIs?	<p>We will work each group to form a nominations committee. Nominations committees are usually formed from current serving committee members, members who have had some prior involvement with the group in the past, a member of the relevant College Board or Division Committee etc.</p> <p>The key criterion for nominations committee members is that they have not lodged an EOI in that year's process. Co-opted members are also eligible to be on the nominations committee as long as they have not lodged an EOI.</p> <p>Guidelines will be provided regarding the formation of the nominations committee, and its responsibilities. The guidelines cover rating the EOIs, taking committee composition, and aspects of diversity and skills, into account during this process. Nominations committee members are encouraged to contact the Learned Society team if they have any questions regarding EOIs they have received.</p>
How will the successful applicants be determined?	All eligible EOIs will be reviewed by the nominations committee. Each College Board/Committee will form a nominations committee to review all the eligible EOIs that are submitted. We provide guidance for this, including guidance regarding committee compositions, skills, diversity, technical proficiency.

Question	Response
<p>We're desperate for new members, so we'll take anyone who applies.</p>	<p>If they meet the skills and proficiencies required by the committee, then that's great. While the preference is to get new members via the EOI process, if any committee is not getting the number or calibre of EOIs that they need, the Learned Society team will catch up with them in November to see what we can do to assist this year and how we may be able to amend the process next year.</p>
<p>If we're successful in our applications, is there a means for our applications to be automatically shared (by selecting a tick box?) by EA workings with other committee members? I feel this information sharing would help (new) committee get up to speed more quickly as committee members could identify common ground between each other. I can't see any sensitive or personal information here.</p>	<p>Thank you, this is a good suggestion, and this can be considered for future iterations of the form.</p> <p>The form has been built for this year and it has already gone through the testing phase, however we will ask if it is possible for the option to be added this year.</p>
<p>What if we have a committee member who is not contributing but wants to continue? Is that down to the nominating committee or is it something the EOI review team can deal with?</p>	<p>This is something that the nominations committee need to consider when reviewing all eligible EOIs, they need to determine if that person is suitable to serve for another term.</p> <p>The Learned Society team can assist with managing communications around this, with a separate process/email for communicating with current members who have lodged an EOI who are not successful in being elected for another term.</p> <p>It is noted that committees need people who are actively contributing so they can deliver their objectives.</p>
<p>Are there minimum eligibility requirements for Secretary?</p>	<p>The Secretary role in regard to College Boards and Committees is not an official position, so there are no terms, eligibility, or guidance around this, and the position is managed internally by groups who choose to include it.</p> <p>Technical Societies are different – they have a Constitution and will generally also have Standard Operating Procedures (SOP). The Constitution is the high-level principles and the detail is contained in the SOP, and are able to be amended.</p>
<p>Does this EOI process include Technical Societies?</p>	<p>No. While they still can have an EOI process, their governance is managed separately.</p>

Question	Response
Does the Learned Society team manage the EOIs for Technical Society with the Division teams, or is it managed separately?	<p>For Technical Societies, the Learned Society team can be involved at either the National and/or the Branch level.</p> <p><i>Please contact the Learned Society team if you have any questions regarding Technical Society governance.</i></p>
I have one committee member on parental leave, she's keen to continue next year and I am hoping that she can be put to the top of the list.	The committee can appoint this committee member for a 1-year term (1 January 2024 - 31 December 2024) when she returns from parental leave.
I have another committee member who is having to take a break due to overseas work commitments and wants to come back on next year.	If the individual is an active, committee member, the committee can appoint or co-opt the member for a 1-year term following their return.
Our committee of 10 has 8 members up for re-election this year, are we able to give recommendations for some of them so that we don't have a full committee change?	This is a good point. Some of our groups have a majority of members turning over at the end of the same year. Ideally, a committee would have 50% of members whose terms end each year.

If there are any questions that are not covered or included in the above, or if you would like to contact the Learned Society Team to discuss any group in particular, please email eo@engineersaustralia.org.au.