

Summary of Roles and Responsibilities

1. *Chair*

- Provide leadership and motivate/coordinate the team
- Chair meetings of the committee and the branch/division
- Represent SAICE on local forums and act as a spokesperson when required (1)
- Coordinate branch/Division year program (assisted by the committee members)
- Represent branch/Division on council (if branch/division doesn't have a dedicated council representative – which could be case with smaller branches/Divisions)
- Encourage renewal of the committee by identifying possible committee candidates

2. *Vice Chair*

- Assist/understudy chair as required and learn the ropes
- Chair meetings when chair not available
- Undertake specific projects
- Work with treasurer to prepare a budget for the years activities, In conjunction with National Office Finance Dept keep record of branch/division funds
- Ensure invoices are generated by National Office and paid by members and benefactors
- Prepare reports as required using data provided by National Office Finance Dept

3. *Member Engagement & Social Events Lead*

(combines membership + social events)

Purpose:

To drive member recruitment, retention, and engagement by planning and coordinating social, networking, and value-adding activities for members.

Key Responsibilities:

- Lead membership recruitment and onboarding initiatives
- Track and report on membership growth, retention, and engagement metrics

- Plan and execute social and networking events targeted at members
- Gather member feedback to inform branch initiatives
- Work closely with other committee members to ensure events provide value to members

KPIs / Success Measures:

- Membership growth and retention
- Attendance at social/networking events
- Member satisfaction feedback

4. Sponsorship Liaison

Purpose:

To manage relationships with sponsors and partners, ensuring alignment between sponsor commitments and branch events/activities.

Key Responsibilities:

- Identify, approach, and secure sponsorships for events and branch activities
- Maintain communication with sponsors to ensure their expectations are met
- Coordinate sponsor deliverables (logos, branded items, speaking opportunities, etc.)
- Work closely with Event Coordinators and Marketing/Comms for sponsor visibility
- Provide reports and feedback to sponsors post-event

KPIs / Success Measures:

- Number and value of sponsorships secured

- Sponsor satisfaction and repeat engagement
- Timely delivery of sponsor commitments

5. *Events operations assistant*

- Assist the branch admin and event owners with pre-event planning (venue setup, equipment, catering, registration, etc.)
- Help manage RSVP lists, invitations, and attendee communication
- Support on-the-day operations (setup, coordination, troubleshooting)
- Ensure all event materials (name tags, handouts, signage, branded items) are prepared and ready
- Report issues or gaps to the Head of Event Coordination or event owner
- Assist with follow-up support after events, such as helping with feedback collection or sending thank-you notes

6. *Site Visits Lead*

Purpose:

To plan, coordinate, and oversee site visits and field trips for members, providing opportunities for professional development, learning, and engagement with real-world engineering projects.

Key Responsibilities:

- Identify and propose potential sites for visits (construction sites, infrastructure projects, innovative engineering works)
- Liaise with site owners/managers to secure access, approvals, and safety requirements
- Coordinate logistics for visits, including transport, safety equipment (PPE), permissions, and scheduling
- Work with the Branch admin and Event Support team to ensure smooth execution
- Ensure all safety protocols are communicated and adhered to by participants
- Collect feedback after visits to improve future site visits
- Maintain relationships with sites for recurring opportunities

KPIs / Success Measures:

- Number of site visits successfully organized per year
- Attendance and engagement levels of members at site visits

- Positive feedback from participants and site hosts
- Compliance with safety protocols and smooth logistics

7. Marketing Liaison

Purpose:

To maintain and maximize the branch's exposure across digital channels, ensuring strong visibility of events, initiatives, and branch activities.

Key Responsibilities:

- Manage and update branch websites and social media platforms (Facebook, LinkedIn, etc.)
- Ensure consistent, engaging, and relevant content is posted regularly
- Promote branch events and initiatives to maximize attendance and engagement
- Monitor social media metrics to improve reach and engagement
- Work with other committee members to align messaging and content with branch objectives

KPIs / Success Measures:

- Growth in social media followers and engagement (likes, shares, comments)
- Event attendance attributed to social media promotion
- Timely posting of content and updates
- Positive member feedback on communications

8. Presidential Visit Lead

Purpose:

To support the branch in planning and executing presidential visits while maximizing industry and media exposure.

Key Responsibilities:

- Coordinate with branch admin for visit logistics
- Liaise with industry partners, local politicians, consultants, and educational institutions
- Support marketing and media coverage of the visit
- Ensure alignment with branch strategic goals and visibility objectives

KPIs / Success Measures:

- Successful execution of presidential visits with minimal logistical issues
- Media coverage and visibility metrics achieved
- Positive feedback from industry and stakeholders
- Smooth coordination with admin and other committee members

9. Treasurer

Purpose:

To manage the financial operations of the branch, ensuring transparency, compliance, and timely reporting.

Key Responsibilities:

- Review, sign, and approve financial requisitions
- Maintain accurate statements of accounts
- Provide regular financial updates to members and the committee
- Support budgeting and financial planning for branch activities
- Ensure financial compliance with branch policies and governance standards

KPIs / Success Measures:

- Accurate and timely financial reporting
- Compliance with financial policies and procedures
- Budget adherence and effective fund management
- Member satisfaction with financial transparency

10. Member Engagement & Social Events Lead**Purpose:**

To drive member recruitment, retention, and engagement by creating meaningful social, networking, and value-adding opportunities for branch members.

Key Responsibilities:

- Plan, coordinate, and execute social and networking events for members
- Develop strategies to engage current members and attract new members
- Collect feedback from members to improve events and engagement initiatives
- Collaborate with other committee members (Marketing, Event Coordination, Sponsorship) to ensure events align with branch objectives
- Monitor participation and engagement levels at events

KPIs / Success Measures:

- Growth in membership numbers and retention rates
- Attendance and engagement levels at social/networking events
- Positive member feedback and satisfaction with events
- Number of successful engagement initiatives executed per year