

VIC/TAS Emerging Professional Network Role Descriptions

Welcome to the VIC/TAS Emerging Professional Network (EPN) committee! As a valued volunteer, your role is crucial in helping us shape the future of EPN and AITPM. The following list of role descriptions outlines the responsibilities and expectations for all the different roles on the VIC/TAS EPN committee. It aims to provide a guidance to committee members to understand each role's duties and the impact they could bring to the committee and the broader AITPM community.

This should be an ever-evolving document that is established to fit for the purpose of running the EPN committee. Should any of the content no longer be fitting, the committee in office can submit an edited version and upon AITPM CEO approval it can be updated formally as needed.

| Roles | Responsibilities |
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| Chair | <ul style="list-style-type: none"> • Lead the EPN committee to represent the Victorian emerging professional community at AITPM public events, meetings with other branches and stakeholder engagements • Foster a collaborative and productive environment for the committee to operate • Communicate & liaise with the State branch committee, National EPN committee and AITPM board members and staff • Prepare annual branch budget and negotiations with the State branch • Lead the committee to establish event timeline for the next financial year, plan and assign resources (min two personnel per events) • Provide event planning guidance and be the alternative external point of contact should the planning members for events become absent • Provide in-person support for events • Prepare agenda for monthly meeting • Chair monthly meeting and review committee meeting minutes prior to circulation |

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| | <ul style="list-style-type: none"> • Prepare documents and resources as needed to support EPN operations • Prepare Annual branch report and initiate End of Year Wrap up and reflection • Raise the awareness of EPN in the local transport professional community where possible and appropriate • Expand EPN’s industry connections and look out for opportunities to collaborate with other professional organisations in the industry |
| Vice Chair | <ul style="list-style-type: none"> • Assist Chair with event planning guidance • Provide in-person support for events • Assist Chair with drafting budget and other treasury items • Liaise with Chair and Secretary and provide support where needed • Undertake Chair or Secretary duties during periods of absence • Assist Chair on industry connections expansion and collaborations with other professional organisations • Provide constructive feedback and be the sounding board of the Chair to ensure any decisions made for the branch aligns with AITPM’s values and missions • Assist Chair to foster a collaborative working environment in the committee • Liaise with Secretary to manage AITPM EPN SharePoint |
| Secretary | <ul style="list-style-type: none"> • Set up monthly meeting invites (MS Teams) and arrange host venue for the hybrid meeting every second month • Take minutes for monthly committee meetings and gain approval from Chair (or Vice Chair if the other is absent) before circulation • Circulate minutes and action items to committee members following meetings • Manage communications to general EPN email • Manage documents and storage on AITPM EPN SharePoint |

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| <p>Academic Coordinator</p> | <ul style="list-style-type: none"> • Maintain and expand register of university contacts • Assist committee members in circulating event advertising to university contacts |
| <p>Buddy Program Coordinators (x3)</p> | <ul style="list-style-type: none"> • Run and organise the buddy program • Pair up registered participants to the program and manage mentor partnerships by collecting buddy program agreement and providing platform to receive feedback • Run checkpoint social events • Communications between junior and experienced buddies |
| <p>Social Media Coordinators (x2)</p> | <ul style="list-style-type: none"> • Administer EPN LinkedIn group (approve posts and new member requests) • Liaise with committee members to advertise upcoming events and post event wrap-ups • Drive posts and engagement within the EPN LinkedIn group or wider social media platforms |
| <p>Committee Members</p> | <ul style="list-style-type: none"> • Attend monthly committee meetings • Responsible for at least one event per financial year alongside another Committee Member and be the main point of contact to relevant external stakeholders • Save any key documents and communications for event planning in the form of email, templates, submitted application on SharePoint • Attend at least one EPN event per financial year other than the one they coordinate (exception can be made for TAS due to the difficulty of physical location) • Contribute to committee discussions around upcoming events and other matters • Contribute to the collaborative environment of the committee and provide constructive feedback where appropriate and necessary |

