Expressions of Interest – Community of Practice Humanitarian Engineering (HECoP) Steering Committee Membership

The Interim Steering Committee of the Community of Practice Humanitarian Engineering (HECoP) seeks expressions of interest in members becoming members of the HECoP Steering Committee for the two-year period 2021-2022.

The Humanitarian Engineering Community of Practice (HECoP) will help explain the essence and boundaries of Humanitarian Engineering by capturing and updating the concepts, skills and practices that are generally accepted and known within the field. More information is available (https://humeng.engineersaustralia.org.au/about/).

Since its launch in Nov 2019 the HECoP has been guided by an Interim Steering Committee. Terms of Reference (ToR) (Appendix A) have now been agreed with the College of Leadership and Management National Board.

The following positions are to be filled:

1. Chair and Advocate
2. Secretary
3. Operations Manager (and Deputy Chair)
4. Convenor
5. Domain Leader
6. BOK Manager
7. Liaison Officer

Full details are at Appendix B

Expressions of Interest (EoI)

Expressions of interest to be sent to Jeremy Smith, Secretary – Secretary of Interim Steering Committee HECoP jeremy.smith@anu.edu.au. The EoI to include a current CV or LinkedIn profile and a 100-word statement of why the candidate wishes to occupy the position.

Program

28th October – Issue request for EoI to HECoP membership;

9th November – Invite nominations for roles to HECoP membership, to be returned 16th November;

16th November – Electoral Group (Jeremy Smith, Scott Daniel, and Robert Care) review EoIs;

16th November – Invite membership to vote, if necessary, on any positions requiring a vote, to be returned 23 November;

23rd November – Positions on HECoP Committee determined;

26th November – AGM and declaration of HECoP Committee 2021-2022.

Appendix A – Terms of Reference

Engineers Australia (EA) Humanitarian Engineering Community of Practice

Proposed Terms of Reference

The Humanitarian Engineering Community of Practice operates consistent with arrangements for a technical society of Engineers Australia (in accordance with the relevant EA General Regulations), principally associated with the College of Leadership and Management. It aims to explain the essence and boundaries of Humanitarian Engineering by capturing and updating the concepts, skills and practices that are generally accepted and known within the field.

Participation in this online community is open to members of EA and is free and open to the wider community. All participants in the Community of Practice are required to comply with relevant policies of Engineers Australia.

Intent and Functions of the Community of Practice

The intent of the Community is to:

Foster the application of professional engineering competence and knowledge to the leadership, management, design and delivery of humanitarian undertakings.

To achieve this, the Community will:

(a) collaborate with relevant Colleges in implementing the learned society functions of EA; and

(b) establish and maintain a body of knowledge relevant to Humanitarian Engineering; and

(c) participate in the establishment and maintenance of the requirements for attaining engineering qualifications relevant to Humanitarian Engineering; and

(d) participate in periodic reviews of the Australian Engineering Competency Standards; and

(e) participate in setting best practice standards for the ongoing professional development and competency assessment of participants in the areas relevant to Humanitarian Engineering; and

(f) represent EA in the wider community consistent with EA's policies and in consultation with the Chief Executive Officer or Chief Engineer;

(g) nominate a person to be a temporary member of the Professional Conduct Committee if requested to do so by a College to assist the College to fulfil its function under sub regulation 5.07; and

(h) any other function conferred on it by EA Regulations or by resolution of the Board.

Governing Committee (The Committee)

The Committee consists of at least 6 but no more than 12 members as determined from time to time by the Committee, and must include a chair, deputy chair, secretary and immediate

past chair (if available), and at least 3 members, all elected by participants in the community who have joined via the website.

The Committee will be elected annually at a meeting publicised via the Community website at least 2 weeks prior to the date of the meeting.

The chair and deputy chair must be members of EA.

If a decision of the Committee is forced to a vote, a majority decision of those present will carry.

The chairperson shall not hold that office for more than two consecutive years.

Committee members are required to comply with EA's Office Bearer Code of Conduct, and to declare any conflict of interest and explain how such conflict will be dealt with.

The Committee will conduct monthly meetings to plan and organise the activities of the Community of Practice and will maintain minutes of each Committee meeting.

The Community may make additional rules for its own governance, consistent with EA general Regulations.

Appendix B - Committee Members

1. **Chair/Advocate**
   Represent the CoP as its figurehead. Provide governance and leadership.
2. **Secretary**
   Record minutes, organise calendars and arrange meetings. Receive and direct correspondence.
3. **Operations Manager (Deputy Chair)**
   General oversight of CoP infrastructure, activities and operations. Supporting process owners by facilitating the productive operation and interaction of key processes aimed at achieving the CoP's strategic and operational goals and stated purpose.
4. **CoP Convener**
   Identify stakeholder groups and key players within those groups. Engage with stakeholders to encourage CoP participation/affiliation. Provide feedback to stakeholders relevant to their particular interests. Convey to CoP Steering Committee stakeholder expectations.
5. **Domain Leader**
   Focus on the definition of the Humanitarian Engineering domain, the competencies necessary for practice in this field, and the education which should underpin those competencies.
6. **BOK Manager**
   Determine the various avenues through which knowledge (and information and data) can be acquired for the BOK. Establish and maintain disciplines for useful interpretation of acquired knowledge, and its easily accessible storage. Develop channels for the deployment of knowledge thus acquired and interpreted.
7. **Liaison Officer**
   Clear definition of the formal relationship with EA, and relationships with other relevant institutions. Work necessary to satisfy the obligations involved in those relationships.