

POSITION TITLE: IEEE SSIT NSW coordinator

TERM: Elected Position. One year with a maximum of two consecutive terms

APPROVAL: 03 Sep 2018

LATEST REVISION: N/A

Outline

The NSW coordinator of SSIT represents SSIT Australia (and SSIT more broadly) in NSW, and liaises with NSW Section. The Coordinator works closely with the chapter executive committee to organise and promote local events and opportunities that benefit NSW members. The Coordinator also plays an important role in the strategic direction of the NSW Section and is expected to attend at least three meetings a year.

ACTIVITIES

February

- Communicate any changes (names and emails) to the chapter committee to the NSW Section Executive
- Work with the chapter committee to organise events for the year and a budget
- Send an e-notice to chapter members introducing the committee and plans for the year
- Submit chapter budget to the Section Treasurer for approval at the Section meeting
- Ensure that chapter information on the Section Website is up to date
- Ensure a member submits an article to the March edition of Circuit

June

- Ensure a member submits an article to the July edition of Circuit

July

- At least one event by this point
- Send an e-notice to chapter members reminding them of the achievements in the year to date, as well as the plans for the rest of the year

September

- Ensure a member submits an article to the October edition of Circuit

October

- Succession planning for role.

November

- Second event held by this point
- Ensure the chapter is represented at the Section AGM

December

- Work with the Chapter Secretary to ensure all vTools meeting reports are completed and up to date
- Send an e-notice to chapter members reminding them of the years achievements, as well the reasons/benefits for renewing membership