

Role Title	Chair Diversity & Inclusion Committee	Committee Group	Diversity & Inclusion Committee
Location	National	Minimum Requirements	RTAA Financial Member
Time Commitment over the term	<ul style="list-style-type: none">• Monthly teleconference management meetings (30mins each)• Formal Management Meetings (2 x 1.5 hours)• AGM (1.5 hours)• State events per year (minimum 2 OFF)• “Day to day” duties (<1 hour / week)		
Length of Term	12 months	Term Expires	30 November 2020
Nominations Accepted by: EMAIL: businessmanager@rtaa.org.au Or online via the nomination portal		Nominees will be voted at the AGM	
Role Description			
CONTEXT The RTAA is an inclusive Association that promotes knowledge sharing and fosters collaboration within rail and across other industries throughout Australia, whilst continuing to be sustainable. The RTAA’s key objectives are: <ol style="list-style-type: none">1. Make rail more inclusive for everyone2. Grow our national footprint3. Promote knowledge sharing4. Foster collaboration5. Uphold Sustainability One key reason for the diversity and inclusion committee is to meet objective 1 - Make rail more inclusive for everyone.			
RESPONSIBILITIES AND EXPECTATIONS <ol style="list-style-type: none">a) The Chair will report to the RTAA Executive Committee.b) Review the diversity nomination form and criteria and amend/edit if required. (1 hour)c) Promote the Diversity Awards where applicable – Opening and Closing (1 hour)d) Send personal invitations to submit a nomination where applicable – (1 hour)e) Review the nominations. Submissions are to be scored and critical feedback is required to be forwarded onto the nominees. (1-2 hours, over a 1 week period)f) Respond to the RTAA Business Manager in a timely manner re pending deadlines when required.g) Attend 2 x Meetings throughout the year. The RTAA will hold various meetings throughout the year and an AGM each year in November at AusRAIL.h) Support the development of RTAA diversity and inclusion strategiesi) Assist with the coordination of RTAA diversity and inclusion strategiesj) Be proactive in ways in which the RTAA can support diversity in rail – Events, sponsorship, mentor programs, supporting other Rail Associations in the area of diversity			

OPPORTUNITIES AND BENEFITS

- Personal achievement and reward for giving back to the industry with supporting the RTAA's key objectives
- Career and reputational advancement (use this experience on your CV and LinkedIn)
- Complimentary 2 x tickets to attend the event where the RTAA Diversity Award is presented at
- RTAA Chairs are offered complimentary or discounted tickets to other rail events
- Networking opportunities that result in greater technical support network and career prospects
- Increased technical and leadership prowess and continuing professional development points to relevant affiliated professions (e.g. Engineers Australia)

Reviewed By:	President	Date:	02/11/2019
Approved By:	President	Date:	02/11/2019
Last Updated By:	President	Date/Time:	02/11/2019