

Role Title	Chair State Chapter	Committee Group	Management Committee
Location	State: NSW/ACT; or VIC/TAS; or QLD/WA/SA/NT	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			
<p>CONTEXT</p> <p>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.</p> <p>The RTAA’s key objectives are:</p> <ol style="list-style-type: none">1. Make rail more inclusive for everyone2. Grow our national footprint3. Promote knowledge sharing4. Foster collaboration5. Uphold Sustainability <p>Given the current size and locality of the RTAA’s membership profile, there are three State Chapters proposed:</p> <ul style="list-style-type: none">• NSW/ACT• VIC/TAS• QLD/WA/SA/NT <p>One key reason for a state chapters is to meet objective 2 - grow our national footprint.</p> <p>The goals of each state chapter are to support the RTAA’s objectives within the relevant states, which are broadly to:</p> <ul style="list-style-type: none">• Increase diversity of members (e.g. more women, indigenous, young etc.)• Increase personal and corporate membership levels• Hold 2 or more events per year• Collaborate with other similar associations or organisations• Ensure to remain within budget and continue to remain relevant to members and industry			

Each state chapter is expected to consist of:

- Chair
- Vice-Chair
- Up to 5 committee members

EXPECTATIONS AND RESPONSIBILITIES

- a) The Chair will report to the RTAA Executive Committee.
- b) The Chair will have a certain level of autonomy in delivering on its objectives and is expected to focus on delivering events and initiatives within the relevant states the Chair has been assigned to.
- c) They will be required to work with the Vice-Chair and Business Manager to develop and coordinate the RTAA event calendar.
- d) They will be available for decisions in the planning and coordination of events and be the first point of call for events within the relevant states the Chair has been assigned to.
- e) Where necessary they will delegate tasks to the Vice-Chair and other committee members to fulfil their duties.
- f) Promote RTAA Events and be proactive in sourcing marketing and advertising opportunities, with the support of the Business Manager
- g) Proactively seek sponsors with the support of the Business Manager
- h) Provide guidance on speakers and topics
- i) Review dates and collaborate with other organisation and associations
- j) Assist with budget and venue selection
- k) Proactively seek out non-RTAA events for the RTAA to be involved with (CORE, AusRAIL etc)

This excludes the Field Day, which is treated separately.

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 RTAA Annual Dinner
- Discounted sponsorship opportunities for your organization to sponsor the Annual Dinner
- RTAA Chapter Chairs are offered complimentary or discounted tickets to other rail events
- Networking opportunities that result in greater 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
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Last Updated By:	President	Date/Time:	02/11/2019