

Role Title	Vice-Chair Field Day	Committee Group	Field Day Committee
Location	National	Minimum Requirements	RTAA Financial Member
Time Commitment over the term	<ul style="list-style-type: none"><li>• Monthly teleconference management meetings (30mins each)</li><li>• Formal Management Meetings (2 x 1.5 hours)</li><li>• AGM (1.5 hours)</li><li>• Monthly Field Day meetings (attendance via Teleconference)</li><li>• Field Day Event (2 days every 2 years)</li><li>• “Day to day” duties (&lt;1 to 2 hours / week depending on phase of the Field Day)</li></ul>		
Length of Term	12 months*	Term Expires	30 November 2020*
Nominations Accepted by: EMAIL: <a href="mailto:businessmanager@rtaa.org.au">businessmanager@rtaa.org.au</a> Or online via the nomination portal		Nominees will be voted at the AGM	
Role Description			
<b>CONTEXT</b> 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: <ul style="list-style-type: none"><li>a) Make rail more inclusive for everyone</li><li>b) Grow our national footprint</li><li>c) Promote knowledge sharing</li><li>d) Foster collaboration</li><li>e) Uphold Sustainability</li></ul> The Field Day is the RTAA’s flagship event, which currently covers all RTAA key objectives except for growing our national footprint. The vision of the RTAA is to eventually host a Field Day type event outside of NSW to meet this objective.			
<b>RESPONSIBILITIES AND EXPECTATIONS</b> <ul style="list-style-type: none"><li>f) The Vice-Chair will report to the Chair of the Field Day Organising Committee.</li><li>g) The Field Day Vice-Chair will assist the Field Day Organising Committee. They will work closely with the Business Manager and dedicated Event Team to ensure a seamless and successful Field Day Event.</li><li>h) Attend Field Day Organising Committee (FDOC) Meetings to provide guidance and input</li><li>i) Attend the Field Day Event and assist the Chair and Event Team with coordinating its delivery</li><li>j) Assist the Chair with decision making and approvals in line with the RTAA’s objectives and budget with advice from the FDOC</li><li>k) Proactively seek sponsors and exhibitors with the support of the Business Manager</li><li>l) Proactively look for marketing and advertising avenues within budget</li><li>m) Assist in the promotion of the event through their networks and social media</li><li>n) With consideration to the RTAA membership database and budget, the Field Day Vice-Chair will assist the Chair in planning and coordinating the following;<ul style="list-style-type: none"><li>i. Floorplan</li></ul></li></ul>			

- ii. Presentation program and speakers
- iii. Demonstration program
- iv. Communications and promotions
- v. Catering
- vi. Logistics (bump in and out)
- vii. Sponsorship and exhibition

#### **OPPORTUNITIES AND BENEFITS**

- Complimentary 2 x tickets to attend the Field Day Dinner
- RTAA Vice-Chairs are offered complimentary or discounted tickets to other rail events
- Personal achievement and reward for giving back to the industry with the support of sharing knowledge and supporting the RTAA's key objectives
- 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)

\*Note: each year at the AGM, all committee positions become vacant, however it is expected that the same person in this role is re-elected to ensure continuity through the delivery of the Field Day (over 2 years).

Reviewed By:	President	Date:	06/11/2019
Approved By:	President	Date:	06/11/2019
Last Updated By:	President	Date/Time:	06/11/2019