

State Branch Committee – Roles and Responsibilities

The purpose of running a State Branch of the Concrete Institute of Australia is to provide local Members the opportunity to take advantage of the benefits available through the Institute and to promote the advantages of Membership to Non-Members. All State Branches must work towards the Institute's *Mission* and *Goals* which can be found on the Institute's website.

A State Branch should aim to fulfil the mission of the Institute through:

- a. The delivery of seminars, site visits and other events to provide professional development and networking opportunities for Members and the wider industry.
- b. Raising the profile of the Institute and increasing Membership.
- c. Encouraging participation with the Institute.
- d. The promotion of good concrete construction.

Executive Committee

The Executive Committee consists of the President, Vice President, Secretary/Treasurer and Immediate Past President. With the exception of the Immediate Past President, members of the Executive Committee are elected by, and from, the outgoing Committee.

Together the Executive Committee oversees State Branch operations which are delivered with assistance from the Elected Committee Members and the Membership Services Officer.

Elected Committee Members

The Elected Committee Members together with the Executive Committee are responsible for the development and delivery of the events program, sponsorship program and other activities of the State Branch by:

- a. Attending and participating in monthly Committee meetings
- b. Acting as convenor for one or more events
- c. Suggesting event topics and speakers
- d. Promoting the benefits of Membership of the Institute within their contact network

Membership Services Officer

The Membership Services Officer provides administrative support to the State Branch Committee and responds to enquiries from Members and non-Members.