

Engineering Scotland – Executive Committee

Committee Structure

Chairman

General

- To ensure the smooth running of Engineering Scotland
- To devise future plans and to agree these with the Executive Committee and AGM
- To represent Engineering Scotland and to be its public face
- To chair the AGM and meetings of the Executive Committee

The Road Ahead Lecture

- To Convene this lecture
- To find speakers
- To liaise with Venue providers and sponsors
- To ensure that the event is publicised
- To ensure that the event proceeds in an orderly and enjoyable way

Web Development

- To suggest and then agree the priorities for development
- To oversee development
- To strive to ensure that the website is available and operational at all times
- To maintain email forwarding

The Practical Lecture

- To Convene this lecture
- To find speakers
- To liaise with Venue providers and sponsors
- To ensure that the event is publicised
- To ensure that the event proceeds in an orderly and enjoyable way

Peter Hugh Thomas Award

To manage, define and announce the Award

To oversee all aspects of the Award

To pass nominations accepted by the Executive Committee to the Award Committee

Nominations received by closing date should be vetted by the Executive Committee. Acceptable nominations should be passed to the Award Committee for the winner to be selected.

The Award Committee should be Chaired by a recent recipient, preferably the last, and its members should be all past recipients, made up to three, if necessary, by co-opting members of the Executive Committee.

The Award is given from time to time, assumed annually, for outstanding service to the professional engineering institutions in Scotland or to engineering in Scotland.

Vice Chairman

General

To support the Chairman and to deputise when required

To partake in the general work of the Committee

Secretary

General

- To ensure that the Committee and its members act within the Constitution at all times
- To oversee all 'legal' aspects of the organization
- To act as the organization's archivist
- To process any correspondence
- To partake in the general work of the Committee

Annual General Meeting

- To Convene this meeting
- To prepare the Agenda, Motions and Minutes of this meeting
- To liaise with Venue providers
- To ensure that the event is timeously publicised

Diary Creation

- To prepare the Diary for printing and to publish the Diary
- To despatch wholesale and retail orders for the Diary

Communications

- To agree with the Committee a timetable for all Newsletters (Engineers, Secretaries, and Treasurers)
- To edit and issue the Newsletters
- To ensure continuity of the domain names, currently engineeringScotland.org and engineeringScotland.org.uk

Treasurer

General

- To ensure that the Accounts of the organization are maintained in an orderly manner
- To prepare and to present audited accounts to the AGM
- To advise on any projected cash deficits and any adverse cash flow
- To maintain the Asset Register of the organization and to check the assets annually
- To satisfy the requirements of the Auditors
- To timeously issue invoices and ensure payment
- To partake in the general work of the Committee

Data Officer

General

To be proactive and reactive in helping and advising users of the website to get the maximum benefit from the site including training and the creation of training materials.

To liaise with the Business Development Officer to promote Engineering Scotland through web technologies such as Linked-In.

To encourage Secretaries of member organizations to enter and maintain their Committee Records and their Privilege Records.

To encourage Event Masters of member organizations to enter and maintain Event Records

To maintain a list of desired website enhancements

From time to time, select and prioritize items from the list for development and to agree these with the committee

To ensure that the database is as current and as accurate as possible

To update and add records as information becomes available

To partake in the general work of the Committee

Business Development Officer

General

To increase awareness of the website

To maintain and increase organizational membership

To increase the number of Organizations, Engineers and Companies on the database

To assist the Data Officer in ensuring that Events are entered by Event Masters

To publicize the Organization and its work

To issue Press Releases

To organize publicity events (eg student open days)

To discover, process and agree opportunities for business development

To find Financial Sponsors for our work

To partake in the general work of the Committee