

IAH Committee Roles and responsibilities

Victorian Chapter

Each role will be for a nominal period of TWO YEARS.

All members will bring knowledge and ideas to the Committee to foster the development of the hydrogeology profession through IAH in Victoria, and through the Chairperson, to the National IAH program.

The Executive comprises 4 members. Their title and role are described below.

Chairperson

- Victorian representative on IAH National Committee
- Provides leadership and direction to Victorian based IAH activities
- Represents IAH on Victorian based issues
- Chairs regular committee meetings (currently every 2 months)
- Participates in functional sub-committees where necessary

Vice - Chairperson

- Where necessary, represents the role of the Chairperson when the chairperson is unavailable or unable to undertake the role
- Brings knowledge and ideas to committee to foster the development of the hydrogeology profession through IAH in Victoria, and through the Chairperson, to the National IAH program
- Participates in regular committee meetings (currently every 2 months)
- Participates in functional sub-committees where necessary

Secretary

- Participates in regular committee meetings (currently every 2 months)
- Participates in functional sub-committees where necessary
- Takes and distributes minutes (within 1 week) for the committee meetings
- Distributes IAH Victoria correspondence
- Prepares and distributes all relevant information for Annual General Meeting
- Coordinates the posting of information on the National Website

Treasurer

- Participates in regular committee meetings (currently every 2 months)
- Participates in functional sub-committees where necessary
- Manages the financial assets of IAH Victoria
- Provides regular reports on IAH Victoria financial position to committee at regular meetings
- Provides annual financial report at the Annual General Meeting

The Executive is supported by general committee members.

General Committee Member

- Brings knowledge and ideas to committee to foster the development of the hydrogeology profession through IAH in Victoria, and through the Chairperson, to the National IAH program
- Participates in regular committee meetings (currently every 2 months)
- Participates in functional sub-committees where necessary

General Committee Member (Student Representative)

- Brings knowledge and ideas to committee to foster the development of the hydrogeology profession through IAH in Victoria, and through the Chairperson, to the National IAH program
- Represents the interests of students in the Victorian IAH activities
- Participates in regular committee meetings (currently every 2 months)
- Participates in functional sub-committees where necessary