



A GUIDE FOR COMMITTEES

REGIONAL BRANCHES, ENGINEERING DIVISIONS
AND SOCIETIES

Preface

The following guidelines are for use by the committees of regional branches, engineering divisions and societies, all of whom are at the very core of Engineers Ireland's activities. Quite simply, Engineers Ireland could not function without the active participation of so many of our members who give so enthusiastically of their time and talents to serve our great profession. We trust that you will find your time on your particular committee to be rewarding, and indeed a valuable part of your continuing professional development as a professional engineer.

These guidelines have been developed to help newly elected committee members to understand how Engineers Ireland works and, in particular, the regional branches, engineering divisions and societies. It gives a walk-through of the Engineers Ireland year, from when your committee is established, right through to the AGM at year end. It provides a broad outline of how committees should be constituted: the structures, personnel, term of office, etc. It offers some tips and ideas to help support you in the achievement of your goals, advising you how staff at head office can support your activities so that together we can provide the very best possible service to our members.

As a dynamic organisation, Engineers Ireland is constantly evolving, so this handbook will be updated regularly to reflect this. If we have omitted anything that you feel could usefully be included, please let us know (see revision mechanism in Appendix 2).

We hope you find these guidelines useful.

Signed



John Power

Chartered Engineer

Director General

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Engineers Ireland sectors – how it all works

Members of Engineers Ireland are categorised by geographical location (regional branches), areas of engineering interest (engineering divisions), and specialist areas (societies). Collectively these are our sectors.

The secretariat of Engineers Ireland is divided into a number of core teams – finance, membership, communications and marketing, and CPD – all of which work together and with the members to realise the organisation’s goals.

Critical to our success as an organisation is effective collaboration between each of these core teams and the various groups to grow membership, deliver relevant and timely CPD, provide what our members and potential members expect of their membership organisation, maintain standards in engineering education and uphold the good reputation of the engineering profession via the promotion of our code of ethics.

The function of the sectors is to:

- 1) provide industry expertise to the secretariat,
- 2) organise a programme of events, such as evening lectures, to strengthen our learned body function and support the CPD requirements of members, and
- 3) provide social and sporting events to facilitate networking. Joint events with other sectors and groups outside of Engineers Ireland enhance this experience.

The function of the committee is to provide a reference point for members who affiliate to one or more of our sectors, and to provide:

- technical papers and/or presentations;
- social and networking events;
- in association with our membership team, to provide membership information evenings; and,
- in association with our CPD team, to develop a training course and/or seminar of relevance to members of their group.

Targets

All sectors should include the following in their targets for the year:

- ensure that activities are aligned with Engineers Ireland’s goals for the year;
- liaise with the CPD training team in Clyde Road, through the CPD liaison officer, on the organisation of one seminar or course per year on a topical subject;
- liaise with the membership team in Clyde Road in identifying key groups in your area that could be targeted for potential membership;
- identify the best paper or presentation, presented by a member of Engineers Ireland, that your sector has hosted during the year for nomination in the Best Paper/Presentation award category for the annual Engineers Ireland Excellence Awards; and,
- encourage all your members to keep their contact details with Engineers Ireland up to date so that they receive relevant communications from us. Most of our communication is electronic, so it is essential that e-mail addresses are current so that members are kept abreast of events during the year.

Regional branch targets should also include:

- liaising with the membership team in Clyde Road in organising membership information evenings for members and potential members in your area; and,
- communicating ideas or suggestions as to what more we could be doing for our members via the directors or sector support. Our directors visit each of the regional branches during the year to update on issues affecting Engineers Ireland and its members, affording the opportunity to raise any issues you feel we should be addressing.

How do I join a committee?

In order to become a committee member of a regional branch, engineering division or society, you must first be a member of Engineers Ireland.

You should express your interest to the chairman or secretary – you will find their contact details on the website. If there is a vacancy on the committee, you may be elected immediately or you may have to wait until the next AGM, when the changeover of committee members occurs and your name can formally be put forward.

As with all Engineers Ireland committees, election is for a three-year period but you may stand down at any stage. In the case of an officer (chairman, vice chairman, secretary, etc.) this can be extended, but we do recommend regular turnover of members in order to inject new blood and fresh ideas.

Committees should endeavour to get the mix right and have a group that is reflective of our overall membership, so when considering new members,

committees should give some thought to engineering discipline, membership grade, gender and age profile.

So, you've been elected to the committee – what now?

Congratulations on your election to your committee! You are now part of the team comprising your fellow committee members, Engineers Ireland's officers, Executive Board and Council, and the team at Clyde Road who will in the coming year foster and promote the goals of the organisation and together provide the best possible service to our members. The objectives of regional branches, engineering divisions and societies align with Engineers Ireland's goals and can be summarised as follows:

- to promote the use of our registered professional titles – Chartered Engineer (our gold standard), Associate Engineer and Engineering Technician;
- to promote membership of Engineers Ireland;
- to promote the concept of continuous professional development (CPD) for engineers;
- to promote ethical standards in engineering;
- to establish and foster relations and joint activities with allied organisations – scientific, educational, social and cultural institutions or societies;
- to promote engineering and career awareness among first, second and third-level students;
- to provide expertise and feedback on CPD requirements for your sector;
- to promote the professional image of the engineer and of Engineers Ireland;
- to organise a programme of events – lectures, presentations, site visits, debates or discussions

- to support members' CPD requirements;
- to promote social contact and networking opportunities; and,
- to provide an effective link between the team at Clyde Road, the Council and Executive Board, and the members.

The role and responsibilities of these committees are governed by the Bye-laws of Engineers Ireland (see *Appendix 1* for the relevant sections).

Your committee – who's who

Chairman

The chairman is elected at the AGM. They hold office for not more than two years, chairing meetings and representing the regional branch, engineering division or society as required. Together with the secretary, they are responsible for calling meetings, recording and disseminating the decisions reached, and the general administration of the committee.

Vice chairman

The vice chairman is elected at the AGM. They hold office for one year, supporting the chairman and generally succeeding to the chair. In the absence of the chairman, the vice chairman chairs meetings.

Secretary

The secretary is elected at the AGM. They hold office for one year and, together with the chairman, are responsible for calling meetings,

recording and disseminating the decisions reached, and the general administration of the committee. They are the main point of contact with the Clyde Road teams and liaise with sector support in relation to the programme of events.

Treasurer (regional branches only)

The treasurer is elected at the AGM. They hold office for one year and are responsible for the financial management of the regional branch, submitting an annual financial statement to the finance committee. The treasurer is also responsible for liaising in relation to the annual capitation grant.

Council representative (regional branches and engineering divisions only)

The Council representative is elected at the AGM from among the committee members. This is an important role and the representative may hold office for up to three years, representing their regional branch or engineering division on Council, keeping the committee up to speed with Council activities and decisions and bringing the views of the group back to the Council. All Council documentation is made available via the Council project on Basecamp,* and each representative will be given access to Basecamp for their tenure of office.

Council is the governing body of Engineers Ireland, and is elected by the members. In order to ensure the

* Once the new committee has been notified to sector support, the Basecamp project, a web-based project management and collaboration tool used by the key committees of Engineers Ireland, is updated, new members are added and invited, and the committee is up and running.

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fullest representation of our overall membership, each engineering division and regional branch nominates a representative to Council. There are five Council meetings per year, held on Saturday mornings in 22 Clyde Road with the dates set at the beginning of each session. The new Council takes office following the Engineers Ireland AGM, with its first meeting generally held in late May/early June.

In the event that the Council representative cannot attend any particular meeting, a deputy should be nominated.

Liaison committee representative

The Liaison committee representative is elected at the AGM. The recommended term of office is two years but they may serve for up to three. The representative attends and represents the sector on the liaison committee, which meets three times a year to foster co-operation and cross-fertilisation of ideas between the regional branches, engineering divisions and societies. When an event is well attended in Dublin for instance, it may be possible for the organiser to ascertain if the presenter would be interested in presenting to the regions and vice versa. Effective co-operation between each of these groups and the team at Clyde Road is critical to ensure that we provide the best possible service to our members, which in turn leads to membership recruitment and retention. The terms of reference of the liaison committee are detailed in *Appendix 1*.

CPD liaison officer

Elected at the AGM, the CPD liaison officer should be someone with a keen interest in continuing professional

development (CPD), who will act as the point of contact for the CPD team in relation to CPD issues. The recommended term of office is two years but they may serve for up to three. Communication between the CPD liaison officer and the team should be two way, with the CPD liaison officer relaying suggestions or requests for seminars and courses from the committee to the CPD team, and the CPD team contacting the CPD liaison officer to discuss suggestions or queries that may come through Clyde Road. This ensures consistency in terms of the quality of our CPD offerings.

STEPS liaison officer

Elected at the AGM, the STEPS liaison officer should be someone with a keen interest in promoting engineering as a career, who will act as the point of contact for the STEPS team in relation to STEPS programme activities in their area. The recommended term of office is two years but they may serve for up to three. The STEPS liaison officer will receive quarterly updates from the team in relation to initiatives in the programme, and will act as a vital link to alert the committee to volunteer opportunities for engineers to engage with the STEPs programme.

Third-level liaison officer

Elected at the AGM, the third-level liaison officer should ideally be someone in academia or a student who will act as a direct link between the committee and any third-level institutions in their area. The recommended term of office is two years but they may serve for up to three. This will allow the committee to tap into the student cohort when advertising events

and to encourage participation at the early stages of their career in engineering. They will also be a point of contact for the Engineers Ireland third-level liaison team when planning college visits.

Public relations officer (PRO)

If a PRO is required, they should be elected at the AGM. The PRO may hold office for up to three years, and should generally be someone with good media knowledge, who is comfortable dealing with media representatives and has appropriate writing and communication skills for the preparation of public relations and marketing material.

The rest of the committee

Committees should be comprised of the officers and, ideally, eight additional members. Keeping to these numbers will assist greatly in turnover. Bear in mind that membership of your committee should be reflective of our overall membership in terms of age profile, gender, engineering discipline and membership grade.

Some knowledge of how the committee functions is very important before becoming an office holder, so this is where it all starts. Members are generally elected at the AGM, unless a position falls vacant during the year, in which case new members can be added. It is important to fully commit to the committee and endeavour to be an active participant. If you find that you do not have the time, you should stand down and let someone else take over. Election is generally for a three-year period.

So, lets get started!

The committee is in place and the first meeting has been called – it is time to get started. You can learn from those already on the committee and bring yourself up to speed with how the previous year went for the sector.

Management of meetings

- The quorum for meetings should be two-thirds of the overall membership. Without a quorum the committee may still meet but no decisions can be validly taken.
- The minutes of the previous meeting, an agenda and papers for the next meeting should be forwarded to all committee members at least a week prior to the meeting.
- Minutes should be kept reasonably brief but should include a record of all decisions reached and actions assigned to named individuals.
- Decisions should be by a two-third majority of members present.
- Meetings and events should be scheduled so as not to clash with other key Engineers Ireland events, e.g., annual conference, presidential address, Excellence Awards, AGM, etc.
- Committees should review the impact of any proposed decisions on the organisation's reputation and finances.
- If costs other than routine costs are involved, prior approval by the financial controller is required.
- Committee members should be expected to participate regularly in meetings.
- Frequency of meetings can be determined by the committee.

Organising events

You can now get to work on the programme for the year. The liaison committee representative will have a list of the most successful events held by regional branches, engineering divisions and societies, some of which may be of relevance to members in your own sector and can be a starting point for the lecture programme.

As a professional body, continuing professional development (CPD) underpins the very essence of Engineers Ireland's existence. Ensuring excellence in delivery and relevance in all our CPD offerings means that the organisation is relevant and responsive to the needs of our members and engineering employers.

The committee and the CPD team should liaise, via the CPD liaison officer, to ensure that Engineers Ireland is *the* key provider of CPD courses, seminars, lectures and other activities to meet the needs of engineers within each specific sector.

Working with the CPD team and sector support, the committee should aim to incorporate in the programme:

- one annual revenue-generating CPD seminar; and,
- four evening lectures on relevant topics.

Working with the membership team and sector support, each regional branch should also aim to incorporate:

- one membership or registered professional titles information evening; and,
- one members' networking evening.

Working with the STEPS team, through your STEPS liaison officer, incorporate in the programme:

- an Engineers Week-related event.

Working with the third-level team, through your third-level liaison officer, regional branches should ensure that some student-focused activity is incorporated.

Members attend events primarily to increase their knowledge of the subject matter, but also to meet with their peers and develop new contacts. While it is a learning experience, it is also a social one.

How to choose a lecture topic and speaker

As a committee:

- consider what has worked well for your particular sector;
- consider what type of events might help engineers to improve their knowledge and skills;
- include any current hot topics or issues that are relevant to your audience;
- invite members to submit topics – get interest at an early stage;
- source experienced, reputable speakers who can speak well on a topic and entertain the audience; and,
- look for cross-promotional, joint lecture opportunities with another regional branch, engineering division, society or another professional body such as the RIAI, SCSI, etc. Such co-operative ventures expand the influence of the sector.

Booking your venue

Events in Dublin

If your event is to be held in Clyde Road, make sure to book the required room well in advance – room capacity at Clyde Road is as follows:

- lecture theatre – 130 (fixed seating);
- conference room – 30 boardroom style, 40 classroom style, 60 theatre style;
- President’s room – 24 boardroom style, 16 classroom style, 20 theatre style;
- board room – 16 boardroom style, 14 classroom style; and,
- committee room – 8.

When booking a room in Clyde Road (via sectorsupport@engineersireland.ie or +353 1 6651315), make sure you indicate:

- the type of meeting (lecture, committee meeting, workshop, etc.) and the expected number of attendees – we can then assign you the most appropriate room;
- the start and finish time;
- any AV requirements;
- any catering requirements (tea/coffee and sandwiches for committee meetings only), and the number to be catered for – be realistic in terms of numbers as over-ordering is wasteful; and,
- teleconference facility – the conference call will need to be booked separately and, at that time, you should indicate the start and approximate finish time and the number of callers so the line can be booked.

Do bear in mind that webcasting/recording is only possible in the lecture theatre and conference room. Once your room booking has been confirmed, you can press ahead with your arrangements.

Events in regional branches

When considering the venue, you should consider the following factors:

- is the venue easily accessible by public transport?;
- does the venue have ample car parking available?;
- is the venue readily accessible for the majority of members in your regional branch?; and,
- If your region is wide ranging, you could consider varying the locations in order to facilitate more of your members.

Things you should consider before you decide to webcast

Currently, webcasting/recording is only available for Clyde Road hosted events. Guidelines for formatting presentations for webcast are available for download on Basecamp under “committee support documentation”. Before deciding to webcast, however, you should consider the following:

- your audience – does the subject lend itself to remote viewing (i.e., is there a lot of graphical detail that will not be visible? Is it an event where you really need to be there?);
- the time – is it realistic to expect that people might sit down in front of a PC at 8.00pm?; and,
- the cost – additional resources are needed to webcast evening events. A commercial webcast, for instance, costs €250 per hour!

Remember – typical webcasts have fewer than ten remote views. If you simply want the event recorded for viewing at a later stage, this can be achieved more easily and more cost effectively.

Publicising your events

Within Engineers Ireland

Once all the details are in place, you can let us know so that we can put them up on the website and schedule them in for the weekly Events Brief (our weekly e-mail to all members), and a timely, event-specific e-mail will also issue to all subscribers to your group alerting them to the event. Typically, a two- to three-week window is displayed in the Events Brief. Each week the latest Events Brief draft will be e-mailed to sector chairmen and secretaries, and any updates will need to be submitted by a specified date and in the format outlined. Any changes submitted after the deadline will be made on the website and scheduled for the following week's Events Brief. New events should be submitted online using the link in the members' area of the website. Please ensure that you provide some detail "about the event" and "about the speaker", and the contact person for any queries related to the event.

Once all the details are finalised and submitted, sector support will:

- upload the information to the website;
- schedule the webcast/recording if required;
- confirm details with the event organiser in your group and, for webcasts/recordings, send them any instructions for the speaker in relation to the requirements for the presentation;

- add the details and links to the weekly Events Brief;
- issue an event-specific e-mail to all subscribers to your group – bear in mind that we will issue just one e-mail per event; and,
- sectors are asked not to hold separate e-mail listings of Engineers Ireland members for events. Lists of non-members who have asked to be notified of events may be maintained and used, but legally our members must be allowed to unsubscribe from e-mail notifications, and sending multiple e-mails about the same event causes annoyance and results in members unsubscribing. Our e-mail policy was devised specifically to minimise the likelihood of this occurring.

Other ways you can market your event

When marketing your event, focus on the benefits and avoid the use of jargon and acronyms, which are irritating and best avoided. In particular, ensure that the term Engineers Ireland is used in full for both internal and external communications (never use EI). Using the title properly ensures that the term engineer is to the fore and, as the promotion of engineers and engineering is what we are all about, it is important that we do not dilute the full impact of our title.

Publicising in the media

If the event is of significant media interest (the marketing and communications team can assist you in determining this), you should draw up a brief press release for issue to local newspapers. For this purpose

it is useful to develop links with the media and for a regional branch to have its own media list.

If you plan to hold a media-worthy event or have other news to spread, please contact the PR and press officer in the marketing and communications team at Engineers Ireland, who will assist you to formulate a media strategy or review a press release you plan to mail. The sooner you involve them in your promotional plans, the more assistance the team will be able to provide.

PR and press officer

Marketing and communications team

T: +353 1 665 1313 E: kcousins@engineersireland.ie

Word of mouth

Get yourself in front of as many potential attendees as possible as often as possible. At the end of each evening lecture/event, have a member of the committee address the audience providing information on upcoming events. Encourage members to keep their contact details with Engineers Ireland up to date – if we don't have their correct e-mail address, they won't receive the Events Brief listing a host of free events that they can attend. Point out too that they can opt to receive e-mail alerts for as many groups as they wish via their member profile in the members' area of the website.

Targeting companies

This helps to spread the word to non-members, so a poster/flyer on staff noticeboards can be effective. If feasible, you could designate a contact person in key

companies in your area to look after this and inform non-members (potential members) of meetings and other activities.

Targeting individuals

- Regional branches could consider inviting local community leaders and politicians to meetings;
- use past attendance sheets to notify non-members (potential members) who have previously indicated an interest in your activities;
- invite non-members to attend events, where they can speak to members about the benefits of membership and getting involved in their professional body; and,
- when talking to engineers who are not members, do not be concerned if they tell you that they belong to another professional engineering body: this is an opportunity to explain the unique benefits that membership of Engineers Ireland and your sector offers.

Social media

Regional branches are encouraged to establish their own LinkedIn group under the Engineers Ireland umbrella – please contact the PR and press officer if you'd like this set up for you.

Event flier

If you are designing an event flier, the most important elements are:

LAYOUT:

- first impressions count – keep it simple, clear and striking to capture interest;
- typeface is important – Arial 12 for normal text appeals to the target audience and looks professional; and,
- use a sector-specific logo in the top left hand side of the flyer; these are available from sector support.

TITLE:

- choose a powerful and positive headline that is clear and direct and which will attract a suitable audience.

DESCRIPTION:

- use a short, punchy sentence or paragraph indicating what the audience will learn and how they will benefit.

SPEAKER CREDENTIALS:

- brief synopsis of the speaker(s): their experience of the subject matter, etc.

Date, time and venue

Contact details of the event organiser for any queries:

- name;
- title; and,
- e-mail address.

Again, the use of jargon or acronyms in your flyers should be avoided.

Briefing your speaker before the event

- Suggest that your speaker focuses on a short presentation of insights, ideas and assumptions and follows this with a series of questions to stimulate discussion. The more members engage and interact, the more they will learn.
- Ensure that they have a clear understanding of the audience; their needs, knowledge gaps, interests and objectives.
- Provide contact details for the relevant committee member with whom they can discuss their requirements.
- If the event is being held in Clyde Road and webcasting/recording is required, provide the speaker with a deadline by which they must supply their presentation – minimum three days in advance of the date to allow us to check its suitability for projection and webcasting. The speaker must also sign a webcasting release form, which grants us permission to record and publish the material.
- Check the speaker's set-up requirements, i.e.,
 - Stage/podium
 - Podium microphone or lapel microphone
 - Flip chart and markers
 - Table for materials
 - And make sure the venue can supply these.

On the evening of the event

- Arrange to have someone meet the speaker for a run through prior to the presentation.
- Ensure that there is water available at the podium for the speaker and that all their requirements are in place.
- A member of the committee, acting as chairman/MC for the evening, should ask attendees to put their mobile devices on 'silent', point out the fire exits and give a brief introduction to the speaker.
- After the presentation, the chairman should facilitate the Q&A session – it is a good idea for the chairman to have a question or two themselves to start the ball rolling.
- Following the Q&A, the chairman should formally thank the presenter and the attendees, bringing attention to any forthcoming events that they might like to note.
- After each event, the attendee number should be e-mailed to sector support for inclusion in the monthly sector activity reports. These will form the basis of the end of year report you will receive from sector support prior to your AGM.

After each event – evaluate

- Was it a success?
- Could the subject matter form the basis for a potential training programme or seminar? If so, discuss it with the CPD training team.
- Should it be considered for nomination in the Best Paper/Presentation category of the Engineers Ireland Excellence Awards?
- Would the speaker be interested in presenting to another regional branch, engineering division or society? Share your success with other sectors.
- Would the speaker be happy for a pdf of the slide presentation to be uploaded to your sector's publications web page? If so, please send it to sectorsupport@engineersireland.ie, together with confirmation of the speaker's consent.

Volunteers

Aside from committee membership, there are many other ways in which members in your sector can volunteer and become more actively involved in Engineers Ireland's activities. Details of these will be supplied to all committees.

Here are some suggestions (please note, this list is not exhaustive):

- STEPS programme;
- interview boards for professional interviews for membership;
- mentors for candidates going through the professional review process;
- Engineers Ireland's Council and Executive Board;
- giving a paper or presentation to a regional branch, engineering division or society;
- introducing potential speakers/topics; and,
- if members cannot commit to full committee membership, they may like to be brought on board for special projects such as social events.

One of the major strengths of Engineers Ireland is its actively engaged members so we very much welcome volunteers and encourage our sectors to do likewise.

Other significant events

Engineers Week

Engineers Week is held annually in February with events scheduled throughout the country. Our STEPS team will be in touch with you via your STEPS liaison officer to encourage involvement.

Excellence Awards

These are held annually in November, and all sectors will be invited to nominate in the Best Paper/Presentation category, and the Volunteer/Volunteer Group of the Year. This is a great showcase for engineering and it receives national publicity. Papers organised by your group, and which are eligible for consideration, will be highlighted in the year-end report you will receive from sector support.

Conferring of registered professional titles ceremonies

These events may be held in our larger regional branches, where significant numbers of members complete the professional review process for our registered professional titles. These are formal conferrings, presided over by the President, and can be co-ordinated with our membership team. Generally they are linked to a presidential address or other key event in the regional branch.

Presidential address

If you would like to invite the President to present

their presidential address in your regional branch, you should do so through the Director General. The first presentation of the address, however, is traditionally held in Clyde Road.

Annual conference

Again, this is a major showcase for the engineering profession, and is held in a different location each year. If your regional branch is interested in hosting the annual conference, you should submit your proposal to the Director General, who will bring it to Council or the Executive Board for discussion and decision. If there is a significant anniversary/celebration in your region, it might be a good 'hook'.

Regional branch visits by Engineers Ireland's directors

All of our directors will be visiting the regional branches during the year on dates arranged with the chairmen. They will be updating you on matters concerning the profession and Engineers Ireland. It is a great opportunity for the committees to air any views or concerns they might have, and to discuss the needs of the members in their sector, so do avail of it.

Financial support

For regional branches

There is an annual capitation grant available for regional branches and it is based on the number of non-student members on January 1 of the year in which the application is made. The base grant is

€2,000 plus an additional €3.75 per non-student member.

Grants can only be paid in the current year and only on receipt of a statement of accounts for the regional branch for the previous year, e.g., a grant claim in 2014 must be accompanied by a set of accounts for the period ending 2013. Retrospective payment of capitation grants cannot be made.

The claim must include the following:

- statement of accounts for the previous period signed by the chairman and treasurer;
- an outline programme for the coming year; and,
- name and address details of the person to whom the cheque payment should be sent.

For engineering divisions and societies

Each engineering division and society of Engineers Ireland is allocated a budget of €500 per annum, which can be drawn down against expenses incurred by the committee in carrying out its work. Exceptional additional expenses may also be reimbursed, but only with prior approval by the financial controller and/or finance committee.

Allowable expenses, up to €500 in any one year, are as follows:

- speaker travel expenses and accommodation costs;
- room hire; and,
- entertainment after an event.

Funds are not advanced in anticipation of expenditure. Payment for expenses incurred will be made promptly on receipt of an expenses claim

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form detailing these expenditures. All expenses must be receipted.

Other allowable expenses

Expenses incurred in relation to travel to liaison committee or Council meetings can be reclaimed but only on receipt of an expenses claim form together with all receipts. Claims should be for the calendar month and will be paid during the following month.

For those travelling by car, the rate payable is currently 50c/km.

All claims must be submitted, via email or post to:

John Byrne, Financial Controller
Engineers Ireland, 22 Clyde Road, Dublin 4
T: +353 1 6651312
E: jbyrne@engineersireland.ie

Other support

Customer service

Throughout the year, the services of sector support (which falls under the customer service area) are at your disposal, so if you have any problems or issues, or do not know who to contact regarding a specific subject, drop an e-mail to sector support – sectorsupport@engineersireland.ie – or phone Máirín Ní Aonghusa, the customer service officer, on +353 1 6651315/+353 87 2405188.

And finally, at year end – the AGM

Your AGM should take place in advance of the Engineers Ireland AGM, which is generally held on the last Thursday of May each year.

Details of your AGM should be submitted in advance together with an agenda so it can be uploaded as an event, encouraging attendance and inviting new committee members.

At the AGM, you should note the committee members standing down (after their three years on the committee) and formally thank them.

You should have a list of members interested in joining the committee and, if necessary, hold an election for the available committee places.

When electing the committee, you should endeavour, in so far as is possible, to ensure that it adequately reflects the make-up of the general membership – by engineering discipline, age profile, gender and membership grade.

Once the AGM has been held and the new committee appointed, the date for the first meeting should be decided upon. The secretary should then advise sector support of the new committee and officers, using the template that will be provided, so that the details on the website and Basecamp, etc., can be updated and the new year commences.

Appendix 1

Bye-laws in relation to Regional Branches, Engineering Divisions and Societies (extracted from the Bye-laws of Engineers Ireland during the 2011 Revision):

In the Bye-law revision, it was felt that the details in relation to Regional branches, Engineering divisions and Societies would be more usefully compiled in these guidelines rather than in the Bye-laws themselves.

1. Regional Branches

- 1.1 The Council shall establish and recognise Regional Groups of members sharing a common defined geographical area to be known as Regional Branches. The Council may amalgamate or dissolve such Regional Branches and modify their remit from time to time. Any such decision of Council affecting Regional Branches shall be subject to one month's notice to the committee of that Regional Branch.
- 1.2 The title of a Regional Branch and rules for the conduct of its affairs shall be subject to the approval of Council.
- 1.3 The Council shall publish guidelines for Regional Branches, Engineering Divisions and Societies. Regional Branches, Engineering Divisions and Societies shall operate in accordance with the current edition of these guidelines.
- 1.4 The affairs of the Regional Branch shall be managed by a Regional Branch Committee, which shall be constituted and elected as specified in these guidelines. The Committee shall submit to the Director General an annual report accompanied by a Statement of Accounts approved by the Annual General Meeting of that Branch.
- 1.5 The Annual General Meeting of a Regional Branch shall be held at least one month before the Annual General Meeting of Engineers Ireland.
- 1.6 Each Regional Branch shall elect annually, at its AGM, from among its members, a Divisional Committee for the management of its affairs.
- 1.7 The Officers shall be elected by the Committee from among its members.
- 1.8 A member elected to a Regional Branch Committee may hold office for not more than three consecutive years, unless such Member becomes Vice-Chairman or Chairman, in which case service may be longer.
- 1.9 A member may hold the office of Chairman of a Regional Branch for not more than two consecutive years.
- 1.10 Each Regional Branch shall appoint a Representative to the Council. Such representative may serve for a period of up to three years.
- 1.11 Each Regional Branch shall appoint a representative to the Liaison Committee of Council. Such representative may serve for a period of up to three years.
- 1.12 Engineers Ireland may contribute funds toward Regional Branch expenses to further the objects of Engineers Ireland but it shall not be responsible for any liability incurred by or on behalf of any Regional Branch in respect of its activities beyond any amount previously allocated or contributed by the Council.
- 1.13 The Council may impose on any Regional Branch such obligations, financial or otherwise, towards Engineers Ireland as it deems desirable.
- 1.14 Each Regional Branch shall submit their annual financial statement to the Council by a date specified by Council.

2. Engineering Divisions

- 2.1** The Council shall establish and recognise groups of members sharing a common disciplinary interest, to be known as Engineering Divisions. The Council may amalgamate or dissolve such Engineering Divisions and modify their remit from time to time. Any decision of the Council affecting Engineering Divisions under this clause shall be subject to one month's notice to the Committee of that Engineering Division.
- 2.2** The Council shall publish guidelines for Regional Branches, Engineering Divisions and Societies. Regional Branches, Engineering Divisions and Societies shall operate in accordance with the current edition of these guidelines.
- 2.3** The affairs of the Engineering Division shall be managed by an Engineering Division Committee, which shall be constituted and elected as specified in these guidelines. The Committee shall submit to the Director General an annual report.
- 2.4** The Annual General Meeting of an Engineering Division shall be held at least one month before the Annual General Meeting of Engineers Ireland.
- 2.5** A member elected to an Engineering Division Committee may hold office for not more than three consecutive years, unless such member becomes Vice-Chairman or Chairman, in which case service may be longer.
- 2.6** A member may hold the office of Chairman of an Engineering Division for not more than two consecutive years.
- 2.7** Each Engineering Division shall appoint a Representative to the Council. Such representative may serve for a period of up to three years.

- 2.8** Each Engineering Division shall appoint a representative to the Liaison Committee of Council. Such representative may serve for a period of up to three years.
- 2.9** Engineers Ireland may contribute funds towards Engineering Division expenses to further the objects of Engineers Ireland but it shall not be responsible for any liability incurred by or on behalf of any Engineering Division in respect of its activities beyond any amount previously allocated or contributed by the Council.
- 2.10** The Council may impose on any Engineering Division such obligations, financial or otherwise, towards Engineers Ireland as it deems desirable.
- 2.11** Each Engineering Division may, with the approval of the Executive Board, set up committees for special activity within the Engineering Division.

3. Societies

- 3.1** The Council may establish and recognise groups of Members and non-members of Engineers Ireland, other than Engineering Divisions or Regional Branches, with specific interests, to be known as Societies. The Council may amalgamate or dissolve such Societies or modify their remit from time to time. Any decision of the Council affecting Societies under this clause shall be subject to one month's notice to the Committee of the Society.
- 3.2** The Council shall publish guidelines for Regional Branches, Engineering Divisions and Societies. Regional Branches, Engineering Divisions and Societies shall operate in accordance with the current edition of these guidelines.

- 3.3 Societies shall be run in accordance with the current Guidelines for Regional Branches, Engineering Divisions and Societies as approved by Council.
- 3.4 The affairs of Societies shall be managed by a Society Committee, which shall be constituted and elected as specified in these guidelines. The Committee shall submit to the Director General an annual report.
- 3.5 The Annual General Meeting of a Society shall be held at least one month before the Annual General Meeting of Engineers Ireland.
- 3.6 A member elected to a Society Committee may hold office for not more than three consecutive years, unless such Member becomes Vice-Chairman or Chairman, in which case service may be longer.
- 3.7 A member may hold the office of Chairman of an Engineering Division for not more than two consecutive years.
- 3.8 Each Society shall appoint a representative to the Liaison Committee of Council. Such representative must be a Member of Engineers Ireland and may serve for a period of up to three years.
- 3.9 Engineers Ireland may contribute funds toward Society expenses to further the objects of Engineers Ireland but it shall not be responsible for any liability incurred by or on behalf of any Society in respect of its activities beyond any amount previously allocated or contributed by the Council.
- 3.10 The Council may impose on any Society such obligations, financial or otherwise, towards Engineers Ireland as it deems desirable.

4. Liaison Committee

- 4.1 Council shall establish and recognise a Committee to be known as the Liaison Committee. Each Engineering Division, Regional Branch and society, shall appoint a Representative, who in all cases must be a Member of Engineers Ireland, to the Liaison Committee.
- 4.2 The Liaison Committee shall:
 - (a) foster co-operation between Regional Branches, Engineering Divisions and Societies;
 - (b) facilitate and promote the dissemination of information on the activities to the membership;
 - (c) act as a forum in which operational matters relevant to Regional Branches, Engineering Divisions and Societies are discussed and recommendations to Council and the Executive Board are agreed;
 - (d) communicate with Council, the Executive Board and the Secretariat as appropriate; and,
 - (e) co-ordinate an Annual Programme of Events including the promotion of joint events of Regional Branches, Engineering Divisions and Societies.
- 4.3 The membership of the Liaison Committee shall consist of one nominated representative or an alternative representative of each Regional Branch, Division and Society.
- 4.4 The Chairman of the Liaison Committee shall be a Vice-President of Engineers Ireland appointed by Council.
- 4.5 The Liaison Committee shall elect from among its members a Secretary who shall submit a written report to Council after each meeting.
- 4.6 The Liaison Committee shall meet not less than three times per annum.

Appendix 2

Revision mechanism:

Sector support will update and distribute this handbook to the chairmen and secretaries of the regional branches, engineering divisions and societies annually at the start of the Engineers Ireland year.

An electronic version will be available on the Engineers Ireland website for all members for reference.

Any suggestions regarding additions or amendments to this handbook would be most welcome and should be notified to sector support during the year.



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