

**PWI NSW**

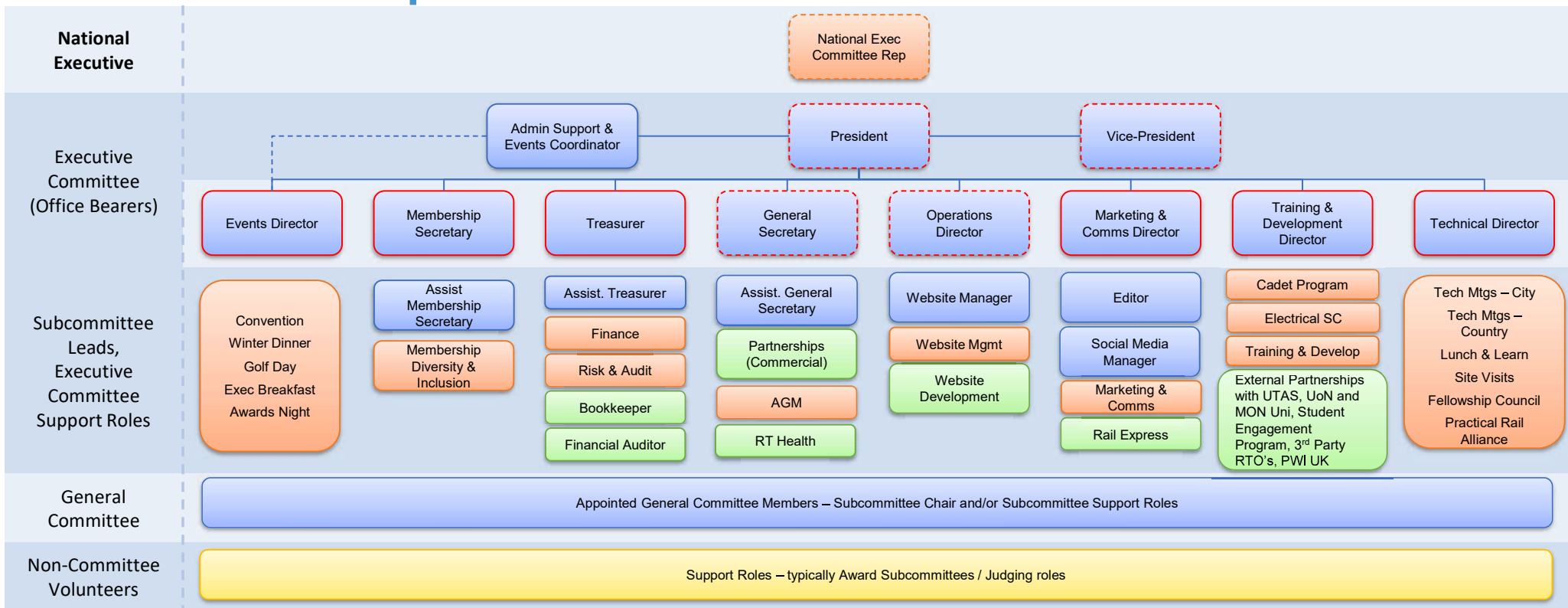
'The Institution for Railway Infrastructure Engineering'



# PWI NSW 2024-2025 Committee Structure and Functional Roles



## Proposed PWI NSW Committee Structure



## National Executive Steering Committee

Roles	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px dashed blue; border-radius: 10px; padding: 5px; background-color: #e6f2ff;">President</div><div style="border: 1px dashed blue; border-radius: 10px; padding: 5px; background-color: #e6f2ff;">Vice-President</div><div style="border: 1px dashed blue; border-radius: 10px; padding: 5px; background-color: #e6f2ff;">General Secretary</div><div style="border: 1px dashed blue; border-radius: 10px; padding: 5px; background-color: #e6f2ff;">Operations Director</div></div>
Responsibilities	<ul style="list-style-type: none"><li>• To provide a Quorum, a minimum of 2no. PWI NSW representatives should be present at NESC meetings.</li><li>• The PWI NSW President currently Chairs the NESC.</li><li>• The NESC includes representatives from the PWI NSW, Qld, SA, and Vic Chapters. A representative of the PWI WA Chapter will be added in early 2025.</li><li>• The purpose of the National Executive Steering Committee (NESC) is to provide strategic alignment and collaboration across the various Permanent Way Institutions (PWI) chapters in Australia, and drive a more unified agenda. This will be in the context of the broader initiative to nationalise the PWI in Australia and possibly in New Zealand (herein referred to as the National PWI), including the establishment of new chapters in those regions where the PWI is not currently represented.</li><li>• The NESC will initially serve as the governing body responsible for decision-making and resource allocation, for the potential establishment of a National PWI and thus ensuring the long-term success of the National PWI.</li><li>• As a minimum, the NESC will help to establish a closer working relationship with each of the existing State based chapters of the National PWI, and any new chapters that may be established moving forward.</li><li>• The NESC is granted the authority to make decisions and provide recommendations regarding the overall direction, policies, programs, and initiatives to establish a National PWI and to assist the establishment of additional chapters in those States of Australia (and potentially New Zealand) currently not represented. It has the power to review, approve, and implement proposals and strategies that align with the organisation's mission and goals.</li><li>• The NSW Representative on the NESC will provide regular reports to the NSW Executive Committee members, and to the NSW Membership from time to time.</li><li>• Financial matters raised at NESC will require NSW Executive Committee and/or Member approval.</li></ul>



## Executive Committee Members (Office Bearers)

Roles	President	Vice-President	Events Director	Membership Secretary	Treasurer	General Secretary	Operations Director	Marketing & Comms Director	Training & Development Director	Technical Director
General	<ul style="list-style-type: none"> <li>The PWI NSW is officially registered as the “Permanent Way Institution of NSW”.</li> <li>The PWI NSW is an Incorporated Association (legal entity). It is governed by the <i>NSW Associations Incorporation Act 2009</i>, and the PWI NSW Constitution.</li> <li>Executive Committee Members are nominated as Office Bearers and legal representatives of the Incorporated Association and are responsible for the performance of the Incorporated Association (incl. the financial performance).</li> <li>The NSW President is the registered Public Officer with the Department of Fair Trading.</li> <li>The Executive Committee Members are voted in by the PWI NSW Membership at the Annual General Meeting (AGM). The names of these Executive Committee Members will be registered as Office Bearers with the Dept of Fair Trading annually following the AGM.</li> <li>The Executive Committee Members will be signatories to any formal reporting to the Dept of Fair Trading.</li> <li>Executive Committee Members are responsible for approving and implementing the PWI NSW Constitution.</li> </ul>									
Responsibilities	<p>As outlined in the PWI NSW Constitution:</p> <ul style="list-style-type: none"> <li>The <b>President</b> or, in the President’s absence, the <b>Vice-President</b> shall act as Chairperson at each General Meeting and Executive Committee Meeting of the Association.</li> <li>If the <b>President</b> and <b>Vice-President</b> are absent from a meeting or unwilling to act, the Members present at the meeting shall elect one of their number to act as Chairperson.</li> <li>The <b>General Secretary</b> shall ensure that records of the business of the Association including the rules, minutes of all General and Executive Committee Meetings and a file of correspondence are kept. These records shall be available to inspection by any member and shall be held in the custody of the <b>General Secretary</b>.</li> <li>The <b>Membership Secretary</b> shall ensure that the register of members are kept. These records shall be available for inspection by any Member and shall be held in the custody of the <b>Membership Secretary</b>.</li> <li>The <b>Treasurer</b> shall ensure that all money received by the Association is paid into an account in the Association’s name. Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the Executive Committee. Major or unusual expenditures shall be authorised in advance by the Executive Committee or a General Meeting.</li> <li>The <b>Treasurer</b> shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any Member and shall be held in the custody of the <b>Treasurer</b>.</li> </ul>									

## NSW President (and Support Roles)

Roles	President	Vice-President	Admin Support & Events Coordinator
Responsibilities	<ul style="list-style-type: none"> <li>• Chairs all Executive Committee meetings.</li> <li>• Provides leadership and structure to the Executive Committee .</li> <li>• Drives the strategic direction of the Executive Committee .</li> <li>• Identifies and allocates roles and functions for Executive Committee and Subcommittee members.</li> <li>• Implements and maintains good governance, including a strong Code of Conduct.</li> <li>• Reviews Executive Committee papers and reports prior to circulation to the Executive Committee and/or General Committee.</li> <li>• Oversees the process of voting on key decisions and Executive Committee initiatives, especially where expenditure of member funds is required. The President has the casting vote in the event of a tied outcome.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputises for the President when they are absent.</li> <li>• Holds all official responsibilities in the absence of the President</li> <li>• Supports the President in developing the strategic direction of the PWI NSW</li> <li>• Supports the President in management and leadership of the Executive Committee and the general Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides general administrative support to the President and the Vice-President.</li> <li>• Provide support to the Events Director and the Technical Director, primarily in the management of Events (see Slide 6 for details).</li> </ul>

## Event Management (1/2)

Roles	Events Director	Events Coordinator
<p><b>Responsibilities</b></p> <div data-bbox="52 755 241 958" style="border: 1px solid orange; border-radius: 15px; padding: 5px; margin-bottom: 10px;"> <p><b>Primary Events:</b></p> <ul style="list-style-type: none"> <li>Convention</li> <li>Winter Dinner</li> <li>Golf Day</li> <li>Exec Breakfast</li> <li>Awards Night</li> </ul> </div> <div data-bbox="52 974 241 1226" style="border: 1px solid orange; border-radius: 15px; padding: 5px;"> <p><b>Light touch with:</b></p> <ul style="list-style-type: none"> <li>Tech Mtgs – City</li> <li>Tech Mtgs – Country</li> <li>Lunch &amp; Learn</li> <li>Site Visits</li> <li>Practical Rail Alliance</li> </ul> </div>	<ul style="list-style-type: none"> <li>• Chairs all Event Planning meetings with the Subcommittee Chairs.</li> <li>• Provides leadership and coordination to the Subcommittees.</li> <li>• Sets the strategic objectives and event standards of each Event.</li> <li>• In consultation with the Event Subcommittee Chairpersons, holds the Event Subcommittees to account for the standard and quality of each Event.</li> <li>• Approves the addition of new events to the Event Calendar, including the approximate dates/period when the new events will be held.</li> <li>• Provides overall support and guidance to the Event Subcommittee Chairs.</li> <li>• Assists with the allocation of resources to the Event Subcommittees.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide logistics management and support in the delivery of all PWI NSW Events</li> <li>• Sourcing of venues, including obtaining and negotiating the Venue Hire Agreement (VHA). The VHA should be reviewed and approved by the Events Director, and can be signed by the Events Director if delegated by the Events Director.</li> <li>• Prepares and maintains the Annual Event Calendar.</li> <li>• Plans and manages all event logistics, including venue theming and decorations, bump in/bump out times, F&amp;B selections, table/seating plans, and venue security.</li> <li>• Manages the ticketing process.</li> <li>• Where requested by the Event Subcommittee Chairperson, prepares the Event Runsheet.</li> <li>• Manages and coordinates the Event Runsheet with the venue, including meal service times.</li> <li>• Where required, negotiates and manages the Audio Visual (AV) requirements of the event. This may be delegated to a Subcommittee Rep for larger events.</li> <li>• Where required, sources and coordinates all event entertainment. This may be delegated to a Subcommittee Rep for larger events.</li> <li>• Support with marketing (MailChimp or other).</li> <li>• Manages logistics and issues on the day of the event.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>

## Event Management (2/2)

Roles	Event Subcommittee Chairs	Award Subcommittee Chairs
<p><b>Responsibilities</b></p> <div data-bbox="52 751 241 963" style="border: 1px solid orange; border-radius: 15px; padding: 5px; margin-bottom: 10px;"> <p><b>Primary Events:</b></p> <ul style="list-style-type: none"> <li>Convention</li> <li>Winter Dinner</li> <li>Golf Day</li> <li>Exec Breakfast</li> <li>Awards Night</li> </ul> </div> <div data-bbox="52 979 241 1222" style="border: 1px solid orange; border-radius: 15px; padding: 5px;"> <p><b>Light touch with:</b></p> <ul style="list-style-type: none"> <li>Tech Mtgs – City</li> <li>Tech Mtgs – Country</li> <li>Lunch &amp; Learn</li> <li>Site Visits</li> <li>Practical Rail Alliance</li> </ul> </div>	<ul style="list-style-type: none"> <li>Provides leadership, structure and management of each Event Subcommittee</li> <li>Defines the objectives and charter for the Subcommittee</li> <li>Defines the structure and program for the event</li> <li>In consultation with the Events Director and Events Coordinator, nominates the appropriate date(s) for the Event. <i>This may be influenced by the availability of the venue, so locking in the venue early is recommended.</i></li> <li>Chairs regular meetings of the Subcommittee (monthly or as otherwise required)</li> <li>Develops an event plan, taking into consideration all the event logistics, resources, and content required.</li> <li>Defines the event management schedule, defining the deliverables and timelines, and prepares a detailed Runsheet for the event.</li> <li>Provides clear roles and responsibilities for each Subcommittee member, and holding the members to account for delivery.</li> <li>Prepares the event budget and ticket pricing</li> <li>Oversees and monitors the ticketing process, and drives initiatives to improve ticket sales where required.</li> <li>Works with the Marketing and Comms Director to develop a Marketing Plan and provides the relevant content for adverts.</li> <li>Coordinates and manages of the key technical content (speakers, presentations, keynotes, etc), including briefing of speakers</li> <li>Provides guidance and support to the Events Coordinator in managing the event logistics.</li> <li>Leads a lessons learnt after each event, and identifies opportunities to improve future events, including provision of feedback to other Event Subcommittees.</li> <li>Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>Provides leadership, structure and management of each Award Subcommittee</li> <li>Defines the objectives and charter for the Award Subcommittee</li> <li>Defines the Award structure, including the scope of the award, the eligibility criteria, the application process, the judging criteria, and the timelines for entry.</li> <li>Chairs regular meetings of the Subcommittee (monthly or as otherwise required)</li> <li>Works with the Marketing and Comms Director to develop a Marketing Plan and provides the relevant content for advertising of the Awards.</li> <li>Undertakes the Award judging process, including arrangement of site inspections, interviews, and any other activity required to effectively score the applications and determine a winner.</li> <li>Designs and procures the Award trophy, and prepares the Winner (and Highly Commended, where applicable) Certificates prior to the A</li> <li>Participates in and contributes to the Award Night planning process, including preparation of the content for the Awards Night presentation and AV package.</li> <li>Coordinates with the Award applicants to promote attendance at the Awards Night.</li> <li>Provides guidance and support to the Awards Night Subcommittee Chair and the Events Coordinator in managing the event logistics, including on the day of the Awards Night.</li> <li>Presents the award(s) at the Awards Night.</li> <li>Leads a lessons learnt annually after the Awards Night, and identifies opportunities to improve future events, including provision of feedback to other Award Subcommittees.</li> <li>Prepares processes and procedures relevant to the role.</li> </ul>



## Membership Management

Roles	Membership Secretary	Assist Membership Secretary	Diversity and Inclusion Subcommittee
Responsibilities	<p>The Membership Secretary role is outward (customer) focused and has the primary responsibility to identify, manage and grow our customer base (in the form of Corporate and Individual members) – our Target Market.</p> <p>Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Develops a Membership Management Plan, including defining our target market, defining our membership profile at corporate and individual level (working with the Diversity and Inclusion Subcommittee).</li> <li>• Defines annual membership targets, including growth and profile targets.</li> <li>• Attends Executive Committee and General Committee meetings and provides membership reports/updates.</li> <li>• Sets membership pricing and approves membership drives, including discount campaigns.</li> <li>• Is the primary contact point for member engagement and enquiries.</li> <li>• Defines the Membership benefits that form part of financial membership packages (corporate and individual).</li> <li>• Works with the Marketing and Comms Director to develop promotional material for members and membership packages.</li> <li>• Establishes target Corporate members and engages with these organisations (or delegates the engagement to other Committee members to leverage existing relationships).</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide general administrative support to the Membership Secretary.</li> <li>• Manages the web-based Membership Portal.</li> <li>• Assists members with enquiries related to membership account management.</li> <li>• Where required, administers and manages member accounts in the Membership Portal, including raising of Invoices if requested.</li> <li>• Assists the Membership Secretary to extract member statistics from the Membership Portal for monitoring and reporting purposes.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the Membership Secretary to define the Diversity and Inclusion objectives for the PWI NSW – this may include diversity in:             <ul style="list-style-type: none"> <li>○ Age and Experience.</li> <li>○ Race and Culture.</li> <li>○ Gender.</li> <li>○ Geographic/Regional – metro, regional, north/south/west, etc...</li> <li>○ Industry – construction, consulting, supplier, etc...</li> </ul> </li> <li>• Works with the Membership Secretary to develop the charter for the Subcommittee.</li> <li>• Sets clear diversity targets.</li> <li>• Identifies opportunities and initiatives to engage with the target audience, and works collaboratively with the Marketing and Comms Director to develop a Marketing Plan.</li> <li>• Monitors and reports on performance against targets, and revises targets as appropriate.</li> <li>• Makes recommendations to the Membership Secretary and the Executive Committee on Diversity and Inclusion initiatives, including the establishment of diversity targets.</li> </ul>



## Financial Management

Roles	Treasurer	Assist Treasurer	Bookkeeper	Financial Auditor
Responsibilities	<p>The Treasurer is responsible for managing all financial aspects of the PWI NSW, and works closely with all Executive Committee members with financial responsibility. Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Develops the cost breakdown structure (cost codes) and develops the annual budget.</li> <li>• Manages all aspects of finances, including tracking expenditure against budget.</li> <li>• Prepares all financial governance process and procedures, including financial delegation and approvals.</li> <li>• Provides financial reports, including Profit and Loss, Balance Sheet, and Outstanding Debtors and Creditors (amongst other).</li> <li>• Manages bank accounts and allocation of access to accounts for multi-person approvals.</li> <li>• Manages the accounting software, including allocation of access to necessary Executive Committee roles.</li> <li>• Arranges the annual audit of accounts in advance of the AGM (where required).</li> <li>• Provides an annual financial report and presents the report to the Membership at the AGM.</li> <li>• If appropriate, lead the investigation and reporting of any unusual and/or inappropriate financial behaviour or transactions, as raised by the Bookkeeper or the Financial Auditor. Report these immediately to the President and Office Bearers.</li> <li>• Monitors and reconciles membership payments between bank payments and membership financial status in the web portal.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and assistance to the Treasurer and provides input into the overall financial management practices.</li> <li>• Is the designated delegate of the Treasurer's responsibilities in the absence of the Treasurer.</li> <li>• Reviews and endorses financial reports and accounts.</li> <li>• Provides a secondary set of eyes across the financial management and holds the Treasurer to account.</li> <li>• Carries financial delegation to approve payments.</li> <li>• Assist in the investigation and reporting of any unusual and/or inappropriate financial behaviour or transactions, as raised by the Bookkeeper or the Financial Auditor. Report these immediately to the President and Office Bearers.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the Treasurer in the management of the financial tools and accounts.</li> <li>• Assists with establishing the approved financial structure within the financial management software.</li> <li>• Maintains the bookkeeping for the accounts, including processing of payments, invoices, and expenses.</li> <li>• Assist in processing of payments for expenses and invoices in the bank accounts, excluding approval.</li> <li>• Identify and escalate to the Treasurer and Assistant Treasurer any unusual or inappropriate financial practices and/or transactions for prompt investigation and resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake the annual review and audit of the financial accounts.</li> <li>• Provide an audit report.</li> <li>• Define and monitor closure of actions to remedy audit findings.</li> <li>• Immediately raise any unusual and/or inappropriate financial behaviour to the Treasurer and Assistant Treasurer.</li> </ul>

## Risk and Governance Management

Roles	General Secretary	Assist General Secretary	Risk and Audit
Responsibilities	<p>The General Secretary provides overall governance and structure to the management of the PWI NSW Committee (both Executive and general Committee).</p> <p>Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Deputy Chair for Committee meetings (in President's and Vice President's absence).</li> <li>• Manage all aspects of meetings of the full Committee, including preparation of meeting papers, collating reports from other Committee members, and documenting meeting outcomes (incl. minutes).</li> <li>• Vote on key decisions and Committee initiatives.</li> <li>• Prepares all general outgoing correspondence.</li> <li>• Meets the obligations of the General Secretary as defined in the Constitution (refer Slide 4).</li> <li>• Manages the relationship with RT Health and the terms of the partnership arrangement (ie. provision of health care benefits to members).</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and assistance to the General Secretary and provides input into the overall governance practices.</li> <li>• Is the designated delegate of the General Secretary's responsibilities in the absence of the General Secretary, excluding any financial delegated authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors and documents the business risk of the PWI NSW.</li> <li>• Negotiates and holds all necessary insurance policies.</li> <li>• Undertakes audits of any events or parts of the business, determining what to audit on a judgement of significance basis.</li> <li>• Covers all WHSE and financial risk.</li> </ul>

## Operations Management

Roles	Operations Director	Website Manager
Responsibilities	<p>The Operations Director is an inward facing operational role that manages the way in which the PWI NSW functions.</p> <p>Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Manage the development of all operational processes and procedures, including the roles and responsibilities of the Committee members.</li> <li>• Develops and establishes the document management system. This includes the establishment and maintenance of the storage folder structure.</li> <li>• Oversees the website and makes key decisions on the structure and design.</li> <li>• Manages all other tools and software packages required to deliver the benefits to members, including all licenses, accounts, and billing. This includes:                             <ul style="list-style-type: none"> <li>○ Video live streaming software (Teams or similar)</li> <li>○ Financial Management software (Xero or similar)</li> <li>○ Emails (Microsoft Office 365 or similar)</li> <li>○ Storage software (Google Drive or similar)</li> <li>○ LinkedIn</li> </ul> </li> </ul> <p>The Operations Director will manage access to software systems for Committee members as required, including the removal of members no longer on the Committee.</p> <ul style="list-style-type: none"> <li>• The Operations Director will hold Administrator rights for all software and will keep a secure register of administrator usernames and passwords. This file will only be available to the Operations Director, President and Vice-President.</li> <li>• The Operations Director may delegate Admin access to other appropriate Executive Committee members only, however will retain overall ownership of the admin account credentials.</li> <li>• Hold all processes, procedures and templates created by other groups</li> </ul>	<ul style="list-style-type: none"> <li>• Is responsible for managing the Website Development Consultant, including providing and/or approving changes to the website.</li> <li>• Establishes the web development and maintenance budget (incl. upgrades), and approves invoices from the Website Development Consultant.</li> <li>• Designs and manages the website, including content and structure.</li> <li>• Is responsible for overseeing the maintenance of the website and membership portal (maintenance to be undertaken by the Website Development Consultant).</li> <li>• Maintains the PWI NSW YouTube site and uploads content.</li> <li>• Prepares and maintains website user guides and training material.</li> <li>• Provides training and support to other PWI NSW Executive Committee members as required (e.g. Treasurer, Membership Secretary, Membership Admin, etc...).</li> </ul>

## Marketing and Communications Management

Roles	Marketing and Comms Director	Editor	Social Media Manager
Responsibilities	<p>The Marketing and Comms Director is an outward (customer) focused role and has the primary responsibility to manage the way in which we capture the attention of our customer base (as defined by the Membership Secretary). Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Develops the key messages that define who the PWI NSW is, and the benefits we offer our members (note: this needs to compliment the Membership benefits defined by the Membership Secretary, which form part of financial membership packages).</li> <li>• The way in which those key messages are articulated to our target market.</li> <li>• The marketing media and tools we use to get the key messages out to our target market. This may include newsletters, social media posts, email blasts, website, advertising in magazines, promotional events, and other.</li> <li>• Coordinates with other Executive Committee members, including the Membership Secretary.</li> <li>• Manages the development of the theme and broad artwork for the marketing material.</li> <li>• Develops the PWI NSW style guide and all relevant templates (letterhead, memo, slide templates, etc..).</li> <li>• Is the primary point of contact for Rail Express, and is responsible for managing the REX partnership.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul> <p>The Marketing and Comms Director may also be required to provide internal comms, from time to time.</p>	<ul style="list-style-type: none"> <li>• Plans and delivers the quarterly Newsletter to all members.</li> <li>• Designs the Newsletter and manages the development of the content, including final editorial.</li> <li>• Coordinates with Event Subcommittees and other Committee members to provide content for promotion of events, membership drives, key achievements, our key messages and member benefits, and any other good news stories that positively promote the PWI NSW to our Target Market.</li> <li>• Assists in the provision of content for the REX articles, working with the Marketing and Comms Director and the REX Editor to plan and deliver the monthly entries to the REX Magazine publications.</li> <li>• In consultation with the Marketing and Comms Director and the Social Media Manager, assists in the development of the content for marketing material, including social media posts, email blasts, website, and other.</li> <li>• Manages all the images and artwork that are required to deliver the content, including any purchased images, and images captured during PWI events.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Supports the Marketing and Comms Director to provide all Social Media content and posts in a timely manner.</li> <li>• Develops the Social Media Marketing Plan, including the platforms on that the PWI NSW will use to reach our target market.</li> <li>• Coordinates with Event Subcommittees and other Committee members (including the Editor) to positively promote our events and other key initiatives, including event ticket sales, membership drives, key achievements, other relevant news stories.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>



## Training and Development Director

Roles	<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; text-align: center; color: white;">                     Training and Development Director                 </div>	<div style="border: 1px solid orange; border-radius: 10px; padding: 5px; text-align: center; color: white;">                     Cadet Program                 </div>	<div style="border: 1px solid orange; border-radius: 10px; padding: 5px; text-align: center; color: white;">                     Electrical SC Chair                 </div>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develops and implements the Training and Development Plan that outlines how the PWI NSW will contribute to the broader development of rail skills and capability (min. perway, civil, and electrical) for the benefit of our membership and the wider NSW rail sector.</li> <li>• Oversees the Cadet Program, including chairing the Subcommittee.</li> <li>• Establishes partnerships with external training programs, such as the UTAS Diploma of Engineering Infrastructure (Rail Specialisation), Monash University rail research program and AusRRIN, the Charles Sturt University, and Uni of Ncle.</li> <li>• Develops and implements a student engagement program that seeks to promote the rail industry and the PWI to students in High School and University.</li> <li>• Engages with the PWI in the UK to explore training and development collaboration opportunities, and drive the implementation of these opportunities for the PWI NSW membership.</li> <li>• Work with our Event Subcommittee Chairs to identify opportunities to provide access to students from local and/or regional universities, where there is an alignment to their studies. Key events may include the Annual Convention, the Awards Night, Technical and Country Meetings, and Site Visits.</li> <li>• Work with external Rail Training Organisations to establish partnerships for training programs and short courses, where PWI members can benefit from these partnerships.</li> <li>• Work collaboratively with the Technical Director to identify learning opportunities and events that can be leveraged by young members and students.</li> <li>• Leverages the relationships with RTO's, Universities, the PWI UK, and other training organisation to establish the training programs and short courses as agreed with the Technical Director.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops the charter for the Cadet Program Subcommittee, including definition of the key objectives of the program.</li> <li>• Designs and implements the program, including engagement with education departments and students to promote the program.</li> <li>• Manages the selection process, including establishment of the selection criteria and application process.</li> <li>• Onboards successful members of the Cadet Program, and arranges for mentoring, placement opportunities and rotation, and the general structure of the cadetship to promote an all-round experience for the Cadets.</li> <li>• Manages the financial payments process, including approval of related study expenses.</li> <li>• Facilitates the engagement of the Cadets in the wider activities of the PWI NSW, including encouragement of the Cadets to actively engage in Subcommittees, attend events, and participate in Committee meetings.</li> <li>• Develops a Cadet Program culture, including regular events that allow the Cadets to socialise with each other, bond, and share their experiences.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops the charter for the Electrical Subcommittees.</li> <li>• Designs and implements an event program, including development of promotional material.</li> <li>• In consultation with the Events Director and Events Coordinator, nominates the appropriate date(s) for events.</li> <li>• Chairs regular meetings of the Subcommittee (monthly or as otherwise required)</li> <li>• Defines the technical event management schedule</li> <li>• Provides clear roles and responsibilities for each Subcommittee member, and holding the members to account for delivery.</li> <li>• Prepares the technical event budget</li> <li>• Oversees and monitors event logistics, including ticketing and speakers.</li> <li>• Works with the Marketing and Comms Director to develop a Marketing Plan and provides the relevant content for adverts.</li> <li>• Works closely with the Awards Chair for the Electrical Safety and Quality Award.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>

## Technical Management

Roles	Technical Director	Technical Subcommittee Chairs
<p>Responsibilities</p> <ul style="list-style-type: none"> <li>Tech Mtgs – City</li> <li>Tech Mtgs – Country</li> <li>Lunch &amp; Learn</li> <li>Site Visits</li> <li>Fellowship Council</li> <li>Practical Rail Alliance</li> </ul>	<ul style="list-style-type: none"> <li>• Develops and drives the Technical Development Plan, which looks at how the PWI NSW can support the technical development of our members and the rail industry, and seeks to provide our members with the opportunity to share their experience and knowledge for the benefit of our wider membership and the NSW rail sector.</li> <li>• Oversees and coordinates across all Technical Events and Programs, including chairing the Technical Committee Meeting, and providing support to the Technical Subcommittee Chairs as required.</li> <li>• Leads the Fellowship Council, and ensures that regular council meetings are held to review new Fellow Applicants, and also direct how PWI Fellows support the PWI.</li> <li>• Works with Events Director to provide Technical Support (and request for papers) for key events such as the Annual Convention.</li> <li>• Prepares processes and procedures relevant to the role.</li> <li>• Works with the Operations Director to manage the technical content available to our members on the website, in particular the Knowledge Library.</li> <li>• Works with Training and Development Director to establish the framework for training programs and short courses so that PWI members can leverage these for their professional development.</li> <li>• Works with the Training and Development Director to develop the Technical Development Plan, which looks at how the PWI NSW can support the technical development of our members and the rail industry, and seeks to provide our members with the opportunity to share their experience and knowledge for the benefit of our wider membership and the NSW rail sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops the charter for the Technical Subcommittees (including the Fellowship Program), including definition of the key objectives of each event or program.</li> <li>• Designs and implements the event or program, including development of promotional material. Defines the structure and program for the event</li> <li>• In consultation with the Event Director and Event Coordinator, nominates the appropriate date(s) for Technical Events. Chairs regular meetings of the Subcommittee (as required)</li> <li>• Develops an event plan, taking into consideration all the technical event logistics, resources, and content required.</li> <li>• Defines the technical event management schedule, defining the deliverables and timelines</li> <li>• Provides clear roles and responsibilities for each Subcommittee member, and holding the members to account for delivery.</li> <li>• Prepares the technical event budget and ticket pricing</li> <li>• Oversees and monitors the ticketing process driving initiatives to improve membership uptake.</li> <li>• Works with the Marketing and Comms Director to develop a Marketing Plan and provides the relevant content for adverts.</li> <li>• Coordinates and manages of the key technical content (speakers, presentations, keynotes, etc), including briefing of speakers</li> <li>• Provides guidance and support to the Events Coordinator in managing the technical event logistics, including any live streaming.</li> <li>• Leads a lessons learnt after each technical event.</li> <li>• Fellowship Lead to act as Secretariat for the Fellowship Council. This includes undertaking an initial sift review of applicants, arranging and chairing the Council, informing the NESC and issuing Fellowship Certificates to successful applicants.</li> <li>• Prepares processes and procedures relevant to the role.</li> </ul>

## Committee and Non-Committee Support

Roles	<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; display: inline-block;">Committee Members</div>	<div style="border: 1px solid yellow; border-radius: 10px; padding: 5px; display: inline-block;">Non-Committee Volunteers</div>
Responsibilities	<ul style="list-style-type: none"> <li>• Attend Committee meetings.</li> <li>• Join one or more Subcommittee(s)</li> <li>• Positively contribute to strategic planning for the PWI NSW.</li> <li>• Positively contribute to good governance, including the active implementation of the Code of Conduct.</li> <li>• Positively and actively support the day-to-day operation of the PWI NSW, especially where nominated to undertake key tasks (incl. Chairing a Subcommittee meetings, where nominated and agreed).</li> <li>• Contribute to the preparation of Committee papers and reports as required.</li> <li>• Vote on key decisions and Committee initiatives.</li> <li>• Contribute to the success of the PWI NSW through proactive engagement and promotion of the PWI NSW within the wider Target Market.</li> <li>• Gives back to PWI and our Community</li> <li>• Attends events and provides support to the organising subcommittee</li> <li>• Positively promotes the PWI and its Strategic Pillars</li> <li>• Embraces the PWI Code of Conduct and Constitution.</li> </ul>	<p>These roles are primarily used in Subcommittees to leverage the technical or specialist SME skills offered by the Non-Committee Volunteer on an as-needs basis. This typically includes the judging of Awards.</p> <p>Key roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Attends Subcommittee meetings, where nominated.</li> <li>• Actively supports Subcommittee activities through the timely execution of allocated tasks and functions.</li> <li>• Contributes to the success of the PWI NSW through proactive engagement and promotion of the PWI NSW within the wider Target Market.</li> <li>• Support roles do not have voting rights.</li> <li>• Gives back to PWI and our Community</li> <li>• Attends events and provides support to the organising subcommittee</li> <li>• Positively promotes the PWI and its Strategic Pillars</li> <li>• Embraces the PWI Code of Conduct and Constitution</li> </ul>

## Meeting Hierarchy

