

NOTICE OF ANNUAL GENERAL MEETING

Tuesday 25 October 2005, 1PM
Engineering Lecture Theatre 2

The Annual General Meeting of the UWA Young Engineers Branch (UWAYE) will be held to deliver a recap of 2005 UWAYE activities, to announce plans for UWAYE in 2006, to present the Branch Financial Statements for the 2005 Branch Year and to elect the 2006 General Committee.

A list of the vacant positions, and a summary of roles & responsibilities, are presented below:

Promotions Co-ordinator (2)

Responsibilities

- Create/co-ordinate promotion of UWAYE & Young Engineers WA events (flyers, e-mails, lecture spiels, whiteboards, etc.)
- Disseminate sufficient promotional material via e-mail, flyers, lecture spiels, word of mouth

Desirable Pre-requisites

- A creative mind and know how to appeal to the masses. Some graphic art experience is desirable.

Functions Co-ordinator (1)

Responsibilities

- Book venues, co-ordinate adequate catering for UWAYE events.
- General advice on functions/events organisation and planning

Desirable Pre-requisites

- Some knowledge of good places to hold functions/events is useful.
- Previous experience in event organisation is valuable. Contacts with food suppliers are useful.

Department Representatives (1 each)

Oil & Gas, Environmental, E&E/IT, Software, Mechanical/Materials, Mechatronics, Mining, Civil

Responsibilities

- Regular correspondence with their School's management/administration.
- Disseminate sufficient promotional material via e-mail, flyers, lecture spiels to students in their School
- Stay in regular contact with their School's student organisation (e.g. IEEE, SPE)
- Facilitate communications between UWAYE and industry – need knowledge of companies recruiting your discipline

Desirable Pre-requisites

- Not shy to spam, do public speaking in front of lectures, or approach your School's administration.

Ordinary General Members

Responsibilities

- Help provide legwork needed to make UWAYE events happen – logistics, organisation, promotion
- Opportunities to take leading roles in organising events/technical sessions available in 2006.
- Level of commitment is flexible.

Desirable Pre-requisites

- Enthusiasm, reliability, commitment

For more information, nominees should also consult the UWAYE Committee Roles Guide & UWAYE Constitution, available on the UWAYE pinboards.

Nominations for the vacant positions will be accepted at the start of the AGM. All nominees (existing UWAYE members and new members) looking to fill any vacant position must be present at the AGM and must deliver a brief spiel (including for nomination of Ordinary General Members). Existing UWAYE members that are absent from the AGM may only nominate for Ordinary General Members positions (by way of apologies).

Voting is preferential and will be conducted by members of the existing 2005 executive and incoming 2006 executive-elect that are present at the AGM.