



## Systems Engineering Society of Australia (SESA)

### Terms of Reference – Branch Committee

<p>Establishment of a Branch Committee</p>	<p>A SESA Branch Committee is established by the SESA Executive Committee in exercise of its power conferred under the SESA Constitution.</p> <p>The SESA Executive Committee will review the continuation of a Branch Committee and these Terms of Reference every two years and must not renew the Branch Committee unless satisfied that it is operating in accordance with its functions and that renewing the term is in the best interests of SESA.</p>
<p>Who the Branch Committee Reports to</p>	<p>The Branch Committee reports to the Branch SESA Executive Committee. The Committee is required to:</p> <p>Operate and conduct its affairs within:</p> <ul style="list-style-type: none"> <li>• The SESA Constitution</li> <li>• Engineers Australia’s Royal Charter, By-Laws, General Regulations, Policies, Procedures and relevant Management Instructions; and</li> <li>• These Terms of Reference.</li> </ul> <p>Promote best practice governance and management for its operations. SESA Executive Committee members shall have a standing invite to Branch Committee meetings and are encouraged to regularly attend local committee meetings and events, whilst providing the Branch committee best support and empowerment possible.</p>
<p>Goals</p>	<p>A Branch Committee shall support the Goals in the SESA Constitution across all SESA domains and sectors.</p>
<p>Function</p>	<p>A Branch Committee has the following functions:</p> <ul style="list-style-type: none"> <li>• Provide value to local members.</li> <li>• Be accessible and approachable to local members and interested non-members.</li> <li>• Provide a local focal point for networking, collaboration, creation, and dissemination of systems thinking and systems engineering practice across all domains/ sectors.</li> <li>• Collaborate and work in partnership with the EA local Division.</li> <li>• Provide feedback to the SESA Executive Committee on matters of local interest and relevance related to systems thinking and systems engineering practice.</li> </ul>



<p>Activities</p>	<p>Key activities of the Branch Committee include:</p> <ul style="list-style-type: none"> <li>• Hold regular committee meetings (~ monthly).</li> <li>• Organize local in-person events (~ quarterly) for SESA members and interested parties, if relevant in collaboration with local societies, universities and industry that provide synergy with SESA.</li> <li>• Contribute to national events, conferences and workshops.</li> <li>• Facilitate local technical discussions, aligned with SESA's and INCOSE's strategic intent to foster the definition, understanding and practice of systems engineering, aligned with SESA/INCOSE initiatives, special interest groups and working groups, building on INCOSE knowledge and presentations where relevant.</li> </ul>
<p>Branch Committee Membership Requirements</p>	<p>The Branch Committee Members shall be SESA members.</p> <p>Branch Committee members commit to attend and support meetings, organise events and attend seminars.</p> <p>Branch Committee Membership and named roles can be obtained through an expression of interest, or appointment.</p> <p>To maintain a fresh and active membership, if a committee member no longer has the capacity or desire to contribute, they are required to step down.</p> <p>The maximum number of committee members is 12, unless agreed in writing with the SESA Executive Committee. Subcommittees can be formed as required.</p>
<p>Roles and Responsibilities</p>	<p>Each Branch Committee shall have the following roles:</p> <p><b>Chair:</b> Responsible for leadership, management, and oversight of the activities of the Branch. Call and preside over the local branch committee meetings and report to the Executive committee.</p> <p><b>Deputy Chair:</b> Responsible for supporting the Chair in the execution of its responsibilities, and to assume the responsibilities of the Chair in their absence.</p> <p><b>Secretary:</b> Responsible for maintaining files records of meetings of the Branch committee and of any presentations, papers and other correspondence. This includes administration of the access of branch committee members to the TEAMS environment.</p> <p><b>Activities Director:</b> Responsible for the coordination of local initiatives and activities with the local Office of Engineers Australia.</p> <p><b>Members:</b> Initiating, supporting, planning and carrying out of Branch Committee activities.</p> <p><b>Additional Branch Committee roles:</b> Can be added by local branch committees on an as needs bases for specific initiatives and activities, for specific time-periods.</p>



<p>Resignation or termination.</p>	<p>A Branch Committee member may resign from the Branch Committee via a written notice to the Chair.</p> <p>Committee members take office for two years from 1 January the year after they are elected.</p> <p>The maximum term a member can serve on the Committee is six (6) years.</p> <p>The SESA Executive committee may by unanimous resolution:</p> <ul style="list-style-type: none"> <li>• Appoint or remove the Chair of the Committee</li> <li>• Appoint or remove a member of the Committee.</li> </ul>
<p>Finances</p>	<p>The activities of the Branch Committee are funded through the SESA annual budget and approval process following consultation with and approval of the SESA Executive Committee.</p>
<p>Remuneration and Expenses.</p>	<p>Members are not remunerated, and expenses are not covered, unless prior written approval is obtained from the SESA Executive Committee.</p>