



The Society for Sustainability and Environmental Engineering

...engineering in harmony with ecology

SOCIETY FOR SUSTAINABILITY AND ENVIRONMENTAL ENGINEERING

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the Society for Sustainability and Environmental Engineering (SSEE), Engineers Australia, Queensland Division, will be held on **Tuesday 19 June 2012** at 6:00pm, at the Hawken Auditorium Engineering House, 447 Upper Edward St, Brisbane.

Any member of Engineers Australia is welcome to attend the AGM.

The SSEE is a voluntary body of professionals in the Sustainability and Environmental Engineering fields. The Society organises technical presentations, workshops and symposia, and provides comment on sustainability related issues.

Nominations are requested for those wishing to be Committee Members or Observers of the SSEE in the year 2012/2013.

To nominate for the committee you need to complete the nomination form:

- ◆ The nomination form, which states the name of the nominee, a proposer and seconder, and agreement from the nominee. All three persons must be members (of any grade) of the Institution.

Being a Committee Member of the SSEE involves:

- ◆ Attending a Society committee meeting once a month.
The meeting is usually held at Engineering House, at 4:00pm on the 4th Tuesday of each month. The meeting is normally followed by the monthly SSEE technical seminar, running from 6 to 7:00pm, concluding with supper and networking.
- ◆ Taking on a role in SSEE activities during the year. This may involve:
 - ◆ Fulfilling one of the positions on the committee, e.g. Chair, Vice-Chair, Secretary, Honorary Treasurer.
 - ◆ Assisting in organising one of the regular technical sessions.
 - ◆ Assisting in organising other events such as site visits, workshops, training courses, or the Annual Student Evening.
 - ◆ Liaising with Qld Division office of Engineers Australia and attending PDSC meetings.
 - ◆ Managing SSEE Qld's mailing/email list.
 - ◆ Upkeeping SSEE Qld's web page.
 - ◆ Liaison with organisations in similar fields such as EIANZ, QELA, Water Panel, EWB, AWA, WMAA etc.
 - ◆ Review of documents or response to requests to the SSEE.
 - ◆ Comment on current issues in the Sustainability and Environmental fields.

Nominees may wish to nominate as an Observer rather than a Committee Member. Observers receive copies of SSEE minutes but are not expected to attend every meeting. Observers are generally expected to provide input to the committee at least once a year, perhaps by participating in organising an event such as the Annual Student evening, providing SSEE with information about activities in their area of interest, or serving on a specific sub-committee. Observer status may suit members wishing to contribute, but who are heavily involved in other organisations, or perhaps from regional areas where meeting attendance is difficult.

The Chair of the SSEE committee for the year 2012/2013 will be selected by, and from, the 2011/2012 committee. Committee Members and Observers of the SSEE for the year 2012/2013 will be selected by those attending the AGM, by ballot if required. Other roles in the committee may be selected at the AGM, or at the first committee meeting following the AGM.

Nominations for the SSEE should be sent to Division Office, or by email to SSEE secretary *Lara Harland* at ees@bigpond.net.au.

Nominations will be accepted up to the opening of the AGM.

Anne Kovachevich
Chair
SSEE Qld

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