**BGA ECG Committee roles 2023**

**Election Guidelines**

* All ECG Committee roles are for 2 years, unless the member is unable to fulfil the 2-year tenure.
* Elections will be held at the ECG May Committee Meeting every odd year (2023, 2025 etc)
* Any member of the BGA ECG can put themselves forward for any of the committee roles. The exception to this rule are the co-chairs who must be a member of the BGA as well as the ECG.
* Elections will take the form of a vote. Candidates shall email the Chair with their intent to stand for a position, by the end of April. During the May Committee Meeting, the candidates will be asked to give a short speech on why they feel they are suitable for the committee role. After all candidates have spoken, they will be asked to leave the room / Microsoft Teams call, where the remaining ECG committee members will vote for a single candidate. The person with the most votes will be successful in the committee role. If there is a tie between the votes, the decision on who is successful will fall to the ECG Chairperson and ECG Secretary of the previous tenure, both must agree on one candidate.
* You can be re-elected for any role (except the Co-Chairs).

**Co-Chair x2**

* Chair ECG Committee Meetings
* Represent the ECG at the BGA Executive Committee Meetings and report any matters arising to the Executive
* Respond to emails from potential members who are looking to join the ECG.
* Chair ECG events
* Review promotion posters for events
* Review any claims/invoices and budget applications from the ECG Treasurer
* Overseeing arrangement for events
* Support the handover to the new co-chairs over the following 3 months
* Must attend all ECG Committee meetings

**Secretary**

* Organise and Arrange ECG Committee Meetings
* Produce meeting agendas and take minutes for ECG Committee Meetings
* Review promotion posters for events
* Keep a record of attendance for all ECG Committee members, and report any committee members who haven’t attended over 50% of the committee meetings in a single year to the Chairperson
* Ensure all published meeting agendas, minutes, event poster and reports to the BGA Executive and stored appropriately on the BGA ECG Dropbox account.
* Must attend all ECG Committee meetings

**Treasurer**

* Control and monitor the ECG Budget
* Handle any claims on behalf of ECG Committee members
* Handle any sponsorship donations for ECG events
* Liaise with the BGA Executive Honorary Treasurer in any matters associated with the BGA Budget, in particular the ECG Budget
* Must attend at least 50% of the ECG Committee meetings in a single year

**Fundraising / Sponsorship Officer**

* Source and identify potential new sponsorship opportunities for evening events or social activities,
* Liaise with pre-existing sponsors to build rapport and confirm repeat sponsorship opportunities
* Must attend at least 50% of the ECG Committee meetings in a single year

**Communications Officer**

* Promote ECG events, socials, and competitions via the BGA ECG newsletter
* Create ECG events pages on the BGA website
* Attract new members through promotion of the ECG.
* Create registration forms for BGA ECG events and liaise with those signed up
* Must attend at least 50% of the ECG Committee meetings in a single year

**Social Media Officer**

* Promote ECG events, socials, and competitions via our LinkedIn account
* Take or collect photos from ECG events and post these on LinkedIn
* Attract new members through promotion of the ECG.
* Must attend at least 50% of the ECG Committee meetings in a single year

**Social Organiser**

* Be responsible for planning and facilitating social activities for the BGA ECG including our annual core events BGA Post Rankine Networking, Summer social and Christmas social.
* Promote ECG events, socials and competitions
* Liaise with the fundraising officer to secure funding for events

**Events Organiser**

* Be responsible for planning and facilitating our core annual events with other members for the BGA ECG. These are - February Professional Review and October Welcome Event
* Promote these ECG events with the social media and communications officer
* Liaise with the fundraising officer to secure funding for events

**Academic Liaison**

* Act as the main point of contact for universities
* Promote free student membership of the BGA
* Promote the ECG by organising presentations to students about the ECG and the BGA, and promote ECG events within their universities (or via their contacts)
* Promote the BGA Fund Award and competitions such as the Msc/MEng prize and the Cooling Prize at your respective university/and other contacts
* Assist in the organisation and promotion of the Young Geotechnical Engineers Symposium at the respective university.
* Identify potential speakers in academia for ECG events
* Must attend at least 50% of the ECG Committee meetings in a single year

**BGA Fund Representative**

* Promote the BGA Fund Award and produce case studies on previous successful BGA Fund candidates
* Liaise with the BGA Exec treasurer for each BGA Fund application submitted and agree if it is valid

**Diversity Champion**

* Promote all aspects of diversity, inclusion and equality within the BGA ECG
* Ensure that all BGA ECG members are aware of their personal responsibility to support inclusion
* Promote events that the members of the BGA ECG may be interested to attend surrounding diversity, inclusion and equality.
* Must attend at least 50% of the ECG Committee meetings in a single year

**Sustainability Champion**

* Promote all sustainability within the BGA ECG
* Ensure that all BGA ECG members are aware of their personal responsibility to support sustainability in all events that we do in terms of content and the way that we operate
* Promote events that the ECG members may be interested to attend regarding sustainability
* Must attend at least 50% of the ECG Committee meetings in a single year

**Cooling Prize Representative**

* Act as the main point of contact within the ECG for the Cooling Prize
* Carry out roles and responsibilities as required by the BGA Executive Cooling Prize sub-committee
* Help with shortlisting of entries, this includes judging submissions
* Promote the Cooling Prize to ECG mailing list, LinkedIn
* Must attend at least 50% of the ECG Committee meetings in a single year

**ISSMGE YMPG Liaison Officer**

* Attend meetings of the YMPG (held every month)
* Report back to the BGA ECG on YMPG activities
* Carry out roles and responsibilities as required by the YMPG
* Must attend at least 50% of the ECG Committee meeting in a single year

**GFUMP Liaison**

* Provide updates to the BGA ECG on the GFUMP scheme and advertise the scheme, opportunity for mentors and any upcoming events
* Liaise with the Ground Forum and share information between the Ground Forum and the BGA ECG

**Training Officer**

* Lead the arrangement of CPD sessions held by the BGA ECG, identify opportunities for ECG Training sessions
Promotion of the events to other members of the ECG

**Liaison Officers:**

1. EGGS representative
2. BTSYM Representative
* Update BGA ECG on their groups activities, in particular the potential to collaborate with the ECG at events, socials, conferences etc

**General Members/Event Coordinators (all general members expected to contribute to one BGA ECG event a year)**

* Organise and arrange events including;
* Finding speakers for events
* Arranging a venue
* Seeking sponsorship from companies for the event
* Produce a promotion poster for the event
* Keeping a record of attendees, ensuring ECG members are prioritised over non-members.
* Arranging for photos to be taken at the event
* Arranging for the event to be broadcast online (if possible) and for the presentation slides to be uploaded to the BGA website.
* Act as the point of contact for the ICE Events Team should the event be held at the ICE
* Keep the Co-Chairs and Secretary informed on all arrangements for ECG events
* Must attend at least 50% of the ECG Committee meetings in a single year