

National Young Professionals
Terms of Reference

Adopted by the Board November 28 2018

1. Objectives

The overarching goal of the Young Professionals at regional and national levels is to provide valuable services to student and young professional members to provide a foundation for their transition into the workforce and in establishing their early career pathway as successfully as possible. and provide quality services to increase membership in these areas.

This overarching goal will be met by SSSI Young Professionals achieving the following aims:

1. be a trusted hub for professional development, networking and opportunities: Ensuring transparent and informative communication to students and young professionals in the industry about the spatial and surveying sciences industry and opportunities for professional development.
2. Provide relevant and useful services: Increase accessibility of services to students (undergraduate, postgraduate, diploma, certificate) and early-mid career professionals working in the industry through a range of regional and national events and initiatives available in face to face and online formats.
3. Be a consistent, stable and reliable foundation for career support: Providing a trusted foundation that will be of value to professionals in the industry throughout their career, from the beginning of their career.

These aims will be achieved by the SSSI Young Professionals through following objectives:

- a. Facilitating communication and networking among young professional and student members nationally and regionally;
- b. Recognising the expertise of our peers through the SSSI Young Professional of the Year (Regional & National)
- c. Working with SSSI Regions and Commissions and nationally to deliver events which are relevant to the students and young professionals in our industry
- d. Developing and maintaining vibrant and effective national and regional mentoring programs
- e. Developing and maintaining informative, useful and accessible career development and networking solutions for students and young professionals in our industry both nationally and regionally
- f. Maintaining strong and open professional relationships with the SSSI Board, the Chairs of each Region and Commission, and the CEO and staff of SSSI
- g. Developing and maintaining strong relationships with Australasian tertiary education providers offering spatial and surveying qualifications
- h. Influencing government policy and legislation with respect to the profession

2. Membership

Membership to the Young Professionals is open to all members of SSSI who are:

- a. 36 years and under
OR
- b. Are currently studying a spatial or surveying qualification at a tertiary institution in Australasia
OR
- c. Have graduated from a spatial or surveying qualification at tertiary institution in Australasia within the last 8 years.

Members are able to join regional young professional committees and from there, the national young professionals committee, if they desire.

3. Structure

The Young Professionals Special Interest Group will be supported by a national committee (the National Young Professionals Committee), which will be composed of elected representatives from each region (the Regional Young Professionals Committee). Both the national and regional young professionals committees will work together to achieve the objectives of the SSSI Young Professionals.

Details of the structure of regional young professionals committees and the national young professionals committee are provided in [Addendum 2: Committee structures.](#)

Elections to the regional and national young professionals committees will take place as set out under the SSSI Constitution and explained in [Addendum 3: Elections.](#)

The Young Professionals Observer on the Board is a position that lasts for a 12 month term, and is an elected member of the national young professionals committee (this position can be held while also holding another elected position). During this time, this individual will attend SSSI board meetings and work with the Chair of the national young professionals committee on reporting to the board.

4. Meetings

Meetings are to be held on a monthly basis (or more frequently if need but no less frequently) for all regional and national young professional committees. All meetings are to be minuted, and these minutes uploaded to the Young Professionals Google Drive within 7 days.

All meetings must have a quorum of 50% of elected members present for decision-making, but discussion can take place without a quorum.

Meetings can be held in person or via distance (e.g. GoToMeeting, Skype, Zoom, etc) depending upon the needs of the members.

5. Professional Conduct and Conflicts of Interest

Members of SSSI and the regional and national young professionals committees will act with the highest standards of conduct and ethics at all times and in all circumstances. In addition to the general requirements of all SSSI members, specific requirements for SSSI regional and national young professionals committee members are outlined in *Addendum 4: Professional Conduct and Conflicts of Interest*.

6. Delegation of Authority

The SSSI Board has delegated authority to the national young professionals committee to:

1. Manage the affairs of the SSSI Young Professionals as defined by these Terms of Reference, in collaboration with regional young professionals committees and the Board as required;
2. Prepare and submit an annual draft Budget to the Board for its own activities;
3. Incur expenditure for Young Professionals activities as approved by the Board within this annual Budget;
4. Any other authority as devolved by the Board from time to time.

There is no delegation of authority for any activity beyond the SSSI Young Professionals Terms of Reference. No aspect of this authority may be sub-delegated by the SSSI Young Professionals national or regional committees without the approval of the Board.

7. Review

This Terms of Reference is to be reviewed every two years (or earlier if required by the board). The next official date of revision is November 2020.

Addendum 1: Background to the Young Professionals

The Young Professionals are an active group within SSSI, working together to unite students and young professionals within our industry. The group has a proven track record of leadership development for those involved and aims at creating an engaging, fun environment. Young professionals are encouraged to discuss initiatives and ideas, learn more about the depth and breadth of the industry, share and find opportunities for professional development, mentoring, networking and career/volunteer opportunities.

There is a Young Professionals regional committee within each state, and these committees work with the broader regional committees of each region as well as the commissions to deliver events, opportunities and networking for members.

There are a wide range of benefits for SSSI YP members that will aid their career in the short term and the long term:

- Becoming part of an active international network of young professionals;
- Networking, guidance and mentoring with people who are industry leaders;
- Specialised networking opportunities with people relevant to your career across the breadth of the industry;
- Invitations to local and national events to assist in technical and career development;
- Access to current information related to the spatial industry;
- Access to events, news and peer-reviewed publications about leading-edge technologies and developments in the field;
- A voice throughout SSSI that has the potential to affect change;
- Involvement and experience at committee level;
- Development in areas, both locally and internationally deemed to be of relevance to YPs;
- Ability to input into both regional and institute-wide YP programs; and,
- Belonging to an industry accredited body.

Addendum 2: Committee Structures

Regional Young Professionals committees

Regional young professional committees are established within each region. Any young professional SSSI member is welcome to join and participate.

The role of a regional Young Professional committee is:

- reporting and provision of regional information to the national young professionals committee,
- organisation of regional events and activities,
- establishment of regional professional development programmes,
- community liaison and promotion of SSSI in the regional community, including establishing good relationships with educational institutions and other relevant industry organisations.

A regional young professionals committee should elect members to stand for a term of two years, with key roles being that of Chair, Secretary, National Young Professionals Representative and General Member. Meetings are to be held monthly (or more frequently if required).

The committee will report details of events and initiatives within their region as well as any matters that require board attention to the national young professionals committee on a (at least) monthly basis.

Regional young professionals committees will work with the regional SSSI committee in terms of budget requirements and sponsorship, except in relation to national events and initiatives.

National Young Professionals committee

The national young professional committee is composed of elected representative from each regional young professionals committee.

The role of a regional Young Professional committee is:

- Formulation and discussion of national policy for SSSI young professionals
- Advice to the board on matters regarding young professionals
- Organisation of national events and activities,
- Establishment of initiatives to encourage increased SSSI student and young professional membership
- Establishment of initiatives that encourage a transition of SSSI student members to SSSI graduate members
- Establish national professional development programmes,
- Community liaison and promotion of SSSI in the national and international community, including establishing good relationships with educational institutions and other relevant industry organisations.

A national young professionals committee should elect members to stand for a term of two years, with key roles being that of Chair, Secretary, Young Professional Observer on the Board and General Member. Meetings are to be held monthly (or more frequently if required).

The Young Professionals Observer on the Board is a position that lasts for a 12 month term. During this time, this individual will attend SSSI board meetings and work with the Chair of the national young professionals committee on reporting to the board.

The national young professionals committee will have a national budget that is approved by the board prior to the beginning of each financial year.

Addendum 3: Elections

As per Clause 32 of the SSSI Constitution, within each regional young professionals committee, members shall elect:

- a Chairperson,
- a Chairperson Elect,
- a Treasurer and
- a Secretary

every two years in an even year. Each year, each young professionals regional committee will elect one of its members to be a member of the regional SSSI committee, and this person shall be a member of the Regional Committee for that year.

Likewise, each even year, the national young professionals committee (composed of representatives from each regional young professionals committee) shall elect:

- a Chairperson,
- a Chairperson Elect,
- a Treasurer and
- a Secretary.

Each regional young professionals committee will then nominate a National Young Professionals representative each two year term from their members.

Each year, the National Young Professionals committee will nominate an Observer on the Board from their members.

Addendum 4: Professional Conduct and Conflicts of Interest

All members of regional and national young professionals committees are required to sign and abide by the following Code of Conduct for all Young Professionals committee members:

Code of Conduct:

Introduction

These rules are made by the Board of the Surveying and Spatial Sciences Institute Limited ('the Institute') pursuant to clauses 34.2 and 36.2 of the Constitution. These rules apply to each member of a Young Professionals Committee ('YP Committee Member').

The Institute and each member of the Institute expects that YP Committee Members will observe the highest possible standards of ethical conduct in the performance of their duties and roles.

Specific requirements of YP Committee Members

Each YP Committee Member:

- Must exercise their powers and discharge their duties in good faith in the best interests of the Institute and for a proper purpose.
- Must not improperly use their position to gain an advantage for themselves or someone else or cause detriment to the Institute.
- Who obtains information because they are, or have been, a YP Committee Member must not improperly use the information to gain an advantage for themselves or someone else or cause detriment to the Institute. This duty continues after the person stops being a YP Committee Member, officer or member of the Institute.
- Who obtains information because they are, or have been, a YP Committee Member must not disclose that information unless such disclosure is authorised by the relevant YP Committee or necessary to perform his or her obligations as a YP Committee Member.
- Must ensure that, in fulfilling their role as a YP Committee Member they are not reckless or intentionally dishonest.
- Must exercise their powers and discharge their duties with the degree of care and diligence that a reasonable person would exercise if they were a YP Committee Member in the members' circumstances and occupied the position held by, and had the same responsibilities within the Institute as, the YP Committee Member 'the Business Judgment Rule'.
- Must make any judgment or decision in performing their duties as a YP Committee Member in good faith and for a proper purpose, in circumstances where they do not have a material personal interest in the subject matter of the decision or judgment, in circumstances where they have informed themselves about the subject matter of the judgment to the extent they reasonably believe to be appropriate and rationally believe that the decision is in the best interest of the Institute.
- Must inform the relevant YP Committee, and give notice in writing, if he or she has a material personal interest in a matter that relates to the affairs of the Institute
- Support and work with the Board and other Office Bearers and staff collaboratively to achieve SSSI's goals and objectives, and support the Strategic Plan;

- Keep informed about matters relevant to the Institute, comply with the Institutes' current Codes of Conduct, policies and procedures; and
- Contribute positively and actively to the YP Committee to which they are appointed, using resources of the Institute effectively, efficiently and for a proper purpose;
- Make decisions and set goals consultatively and collectively, based on relevant information, with proper analysis and management of risk;
- Listen to others and communicate in an impartial, helpful and positive way, and treat all members of the Committee members of SSSI, other office bearers and staff equitably and with respect, trust and courtesy without discrimination, harassment or inappropriate behaviour.
- Not make public statements or representations or act on behalf of the relevant YP Committee or the Institute without authority.
- Comply with any lawful and reasonable direction given by a YP Committee Member staff member, or director of the Institute who has authority to give such a direction.
- Abide by the Suspension and Removal of Office bearers procedures and Rules as set out in the Institute's RULES FOR OPERATIONS OF SSSI COMMISSIONS AND REGIONS (February 2015) - clause 8 provisions.

Conflicts of Interest

If any young professionals committee member believes that they may have a conflict of interest relating to any matter raised or discussed at a regional or national young professionals meeting, be it perceived or actual, either due to a private interest or as a result of their duties, they must immediately advise the Chair of regional or national young professionals committee.

The conflict will be recorded in the meeting minutes and the young professionals committee (regional or national) will determine whether:

- The member with the perceived or actual conflict will leave the room while the matter is discussed; or
- stay for the matter discussion, but abstain from commenting or inclusion in the decision; or
- determine other actions or activities relating to the perceived or actual conflict of interest.