

EI Middle East Branch – Branch Officer Roles and Responsibilities: November 2020
(As Adapted from the EI Branches Handbook).

1. Branch Committee Elections

All EI–Middle East Branch members of good standing (i.e. with fully, up-to-date subscriptions) are eligible for nomination to serve on the EI-ME Branch Committee. All committee members shall be elected from those nominated through voting by the EI-ME membership at the AGM. The EI-ME Branch Committee members elected at the AGM will not be assigned specific positions on the Committee during the AGM. All such elected committee members will subsequently agree on which positions each member will hold during a Branch Committee Meeting held immediately after the AGM. Likewise, the specific positions of Honorary Chairperson, Honorary Vice Chairperson and Honorary Secretary will be proposed, seconded and voted upon, in liaison with the EI Middle East Branch Managing Director, by the newly elected Branch Committee from the members thereof. This will also be undertaken in the Branch Committee Meeting immediately following the AGM.

2. Branch Officer Responsibilities

2.1. Honorary Chairperson

The Honorary Chairperson shall be appointed to serve for up to two years continuously. At the discretion of the Branch Committee this term of office may be extended by a further two-year term. The main aim of the role is to promote EI and raise its profile in the region.

Main Tasks:

- To lead the branch in ensuring that it fulfils its responsibilities for the good governance of the Energy Institute and the provision of professional services locally.
- Oversee the process of election of Branch Officers in compliance with EI Regulations.
- To work in partnership with all stakeholders to achieve the purpose of the EI.
- To optimise the relationship between the branch and its committee, branch members and EI staff.
- To represent the EI in the Middle East.
- To promote the EI within the remit of it's role within the global energy industry

2.2. Honorary Vice Chairperson

The Honorary Vice Chairperson position shall be primarily to support the Honorary Chairperson and act on behalf of the EI-ME Branch wherever and as required. The term of office of the Vice Chairperson must not exceed the term of office of the incumbent Chairperson.

Main Tasks:

- The Vice Chair will act in all respects as deputy to the Chairperson, will assist with the day-to-day duties of fulfilling the Chairperson's role, and will stand in on his or her behalf in the event of their absence and preside accordingly.

2.3. Honorary Secretary

The Honorary Secretary is a key administrative role in the EI-ME Branch. The Honorary Secretary should hold office for a minimum period of three years, renewable for a further three-year term by agreement of the Branch Committee as it may see fit.

Main Tasks:

- Liaise with the Business Development Coordinator to ensure that all branch meetings are minuted and effective communications are maintained with all parties
- Keep the EI up to date on membership of the Branch Committee.
- Contact new members of the EI with a welcome email from the branch and details of branch activities in coordination with EI-ME Staff.
- Prepare an annual calendar of meetings and major events for the branch with the Chair/Vice Chair and EI-ME staff and have such confirmed by the Committee.
- Ensure regular communications between the branch, its members and the EI.
- In conjunction with the Chair/Vice Chair, lead the branch in ensuring that it fulfils its responsibilities for the good governance of the Energy Institute and the branch.

2.4. Honorary Membership and Education Advisor

The role of the Branch Membership and Education Advisor is to provide advice and support to individuals wishing to become full EI Members and liaise with the Professional Membership Manager and the Membership Committee.

Main Tasks

- Promote the EI and the benefits of membership within your local area
- Encourage non-members to join the EI
- Encourage and support members to progress through the membership grades
 - Student member to Associate Member (AMEI)
 - Associate Member (AMEI) to Professional membership and registration
- Organise events specifically related to member progression, for example career talks or lunch & learn sessions on the application process for professional membership
- Engage with affiliated universities, Company members and Technical Partners in the local area (a list can be provided by the EI)
- Forge new relationships with local universities and companies

2.5. Honorary Communications Officer

The Communications Officer shall generally be responsible for media related activities and promotion of EI-ME events in conjunction with EI-ME staff.

Main Tasks:

- Provide coordination and liaison with media organisations
- Promote EI-ME activities via media organisations and social media
- Promote EI-ME and EI HQ events to media organisations to have such organisations as official Media Organisations for the events
- Support the activities of the EI-ME staff in all media and social media activities

2.6. Honorary Academic Liaison Officer

The role of the Branch Academic Liaison Officer is to liaise with the Hon Chairperson, Branch Committee and EI-ME Staff to determine how the education & training activities are managed & delivered within the local Branch. This would include but not be, limited to:

Main Tasks:

- Support the EI-ME staff to liaise with educational establishments to promote and advise about the benefits of EI membership.
- Coordinate and liaise with undergraduates, graduates and post-graduate students to be involved in EI-ME branch activities
- Identifying locally-based and international industry-based members to assist with Learning Affiliate course accreditation visits
- Advising members about accredited local courses
- Instigating close links with universities that have energy-related qualifications and working with Learning Affiliate members to grow the EI via the association and develop branch divisions accordingly.

2.7. Honorary Professional Development Officer

The Professional Development Officer should be a person who holds professional qualifications in high regard and is himself/herself already chartered through a recognised international professional membership organisation. They will be responsible for the strategic promotion of chartered status to appropriate institutions:

Main Tasks:

- To promote the concept and benefits of professional qualifications to appropriate UAE government bodies and professional institutions
- To promote chartership as a recognised level of professional experience that is appropriate and necessary for senior corporate or government positions

2.8. Committee Member

All EI-ME Committee Members are expected to fully support, wherever possible, the activities of the Branch, the Committee and the EI-ME Staff and may be called upon to be head or be part of Sub-Committees or assigned specific tasks for EI-ME Branch events.

2.9. Young Professional Representative

Young Professional Representatives are responsible for the Young Professional Network (YPN) activities of the EI-ME.

Main Tasks:

- To organise and Chair the YPN Committee
- Identify events of interest for EI YPN members and network
- Organising EI YPN events:
 - nominating industry-based professionals as guest speakers for YPN events
 - inviting local students and academic staff to Branch and International YPN events
 - promoting an active YPN section of the Branch via media and social media channels
 - sourcing sponsorship for YPN events and activities
- Working with local employers and academic institutions to encourage their staff and students to become professionally recognised through the Energy Institute by encouraging membership workshops both within companies and in general.

ENERGY INSTITUTE - MIDDLE EAST BRANCH

COMMITTEE MEMBERS 2020 SUMMARY

Version 00

Sunday, 8 November 2020

No.	Name	Position	Membership	Status	Email	Phone	Location
ELECTED COMMITTEE							
1		Honorary Chairperson					
2		Honorary Vice Chairperson					
3		Honorary Secretary					
4		Honorary Membership and Education Advisor					
5		Honorary Communications Officer					
6		Honorary Academic Liaison Officer					
7		Honorary Professional Development Officer					
8		Committee member					
9		Committee member					
10		Committee member					
11		Committee member					
12		Committee member					
13		Young Professional Representative					
14		Young Professional Representative					