



IQA Young Member Network Committee Charter

Composition of the Committee

The committee is chaired by the IQA Young Member Network (YMN) National Coordinator and consists of the IQA Branch YMN Coordinators. An alternate Chair will be agreed to at the start of any meeting that the Chair is unable to attend. The alternate Chair must be a Branch YMN Coordinator. A quorum for a meeting of the committee is three members. The committee is welcome to invite the IQA's Chief Executive Officer to their meetings.

One of the Branch YMN Coordinators will be appointed as the Secretary of the IQA YMN Committee and will minute the committee meetings.

Our Purpose

The purpose of the IQA's YMN is to assist with the development of the young members in the extractive industry and provide networking opportunities.

The IQA's Young Member Network (YMN) has been established to provide our young members and those that are interested in the quarry industry with **guidance, support and an opportunity to develop a successful career within the industry**. Our national network has been established so like-minded young people can get to know their peers, share ideas and experiences, build key industry contacts and perhaps develop new friendships.

The IQA's Young Member Network is open to any IQA member 35 years old or younger.

What will the IQA's YMN **provide** for its young members?

1. Support and assistance in your current role by having a network you can turn to.
2. Forums and events at the state and national levels targeted at young members, providing essential industry workshops as well as social interactions.
3. Opportunity to participate in the YMN Overseas Study Tour.
4. Opportunity to learn and write technical papers which could be published.
5. Guidance and advice on career paths with options for career development.
6. Assistance for those taking their first step towards professional recognition via the range of Professional Development option on offer.

The YMN is an active group with co-ordinators who organize the groups on a state level in achieving the vision, mission and services mentioned above.

Responsibilities of the Committee

The responsibilities of the committee shall be:

- (a) Organise the IQA YMN events for IQA Branches that reflect the Annual National YMN Program.
- (b) Promote the participation of IQA young members in IQA professional development programs, including conferences and overseas study tours.
- (c) Encourage IQA young members to participate in the IQA Branch/Sub-Branch events that are not necessarily promoted as a YMN event to reflect inclusive practice.
- (d) To ensure that the activities of the committee are consistent with the vision, values, goals and current strategic plan of the IQA.
- (e) To ensure that all activities undertaken by the committee are within the insurable events of the IQA's insurance policies.
- (f) To ensure that all operations of the committee are undertaken in accordance with the *IQA Code of Conduct & Ethics Policy 10.7* and to seek guidance and direction from the IQA's Chief Executive Officer on any operational issue or matter.
- (g) To ensure that actions of the committee are conducted in accordance with the *IQA's Risk Management Practices Policy 10.9*.
- (h) Provide regular reports to their respective IQA Branch Committee Chair.

Empowerment of the Committee

The committee will refer any significant matter or contentious issue to the IQA's Chief Executive Officer for consideration, with recommendations of appropriate remedy. The IQA's Chief Executive Officer has the discretion and authority to override a recommendation of the committee after appropriate consultation with committee representatives has occurred.

The committee may approve contracts (e.g. venue hire) that are within the normal operating activities of the committee after appropriate vetting by the IQA's Company Secretary.

Insurable Events

The IQA's insurable events for the YMN committee activities includes the following:

- a) Organising and hosting events that promote the organisation's vision, values and goals via a platform to introduce young members to the IQA.
- b) Activities and events to educate and connect the young members of the extractives industry.

Meetings of the Committee

The committee will convene every three (3) months with at least one (1) meeting per year being face-to-face and the other meetings conducted via teleconference. The committee will

provide to the IQA's Chief Executive Officer the meeting minutes within 14 days of each meeting occurring.

Reporting

The committee will report as necessary to the CEO on the outcome of any planned or ad hoc activities of the committee.

The committee will provide a report for the IQA Annual Report.

Review

The committee shall review their charter annually, including their membership and the results of their work and so report to the IQA's Chief Executive Officer.