



# Local EmAGN Committee Information and Application Kit

## 1 INFORMATION

---

### 1.1 OVERVIEW

EmAGN brings together a dynamic, diverse group of outstanding individuals from across the country. These individuals possess exceptional management qualities and a positive approach to leadership.

#### 1.1.1 Local Committee Member

The opportunity exists to join EmAGN at this point in time at a local level in the following locations for the position of Local Committee Member:

- Australian Capital Territory
- Newcastle
- New South Wales (DARCH)
- Northern Territory
- Queensland
- South Australia (NAG)
- Tasmania (EAT)
- Victoria Western Australia

The above named local EmAGN committees are looking for members who can:

- Proactively develop their leadership skills by active participation
- Provide advice on membership services and programs that assist in the development of emerging architects and graduates
- Contribute to Institute policy and strategic development as it relates to emerging architects and graduates
- Provide insight into issues that particularly affect emerging architects and graduates
- Help foster close relationships between emerging architects and graduates and other Institute members as well as the architectural profession

- Analyse and develop a membership value proposition as it relates to emerging architects and graduates
- Implement membership growth strategies and review of membership benefits

In 2013, the Emerging Architects and Graduates Network (EmAGN) formally joined the Australian Institute of Architects (the Institute), establishing EmAGN as an official Institute committee.

With this in mind the EmAGN Executive have worked to create guidelines for the recruitment of local committee members.

For detailed information on the role and election process of Local Committee Members please review the EmAGN Reference Manual found on the EmAGN website.

#### 1.1.2 Term of Appointment

- The standard term of appointment for this voluntary role will be two years.
- The committee will meet at least six times per year in person with the possibility of further meetings as required

#### 1.1.3 Selection Criteria and Eligibility

Committee members will be selected based on the following criteria:

- Preferable a fee paying member of The Australian Institute of Architects
- Be within 15 years of graduation of a Masters of Architecture
- Be committed to the values and objectives of EmAGN
- Demonstrate the ability to work with other members and work in a team
- Be proactive in the development of EmAGN objectives
- Be committed to attending scheduled meetings
- Demonstrate the ability to work with the EmAGN Reference Manual

#### **What do you need to do?**

If you are interested in becoming a member of your local EmAGN committee please complete the application and send it addressed to the National Manager Emerging Professionals [loren.bates@architecture.com.au](mailto:loren.bates@architecture.com.au) accompanied by your CV. For more information and a copy of the EmAGN Reference Manual, please visit [www.emagn.com.au](http://www.emagn.com.au) or contact EmAGN via email [emagn@architecture.com.au](mailto:emagn@architecture.com.au)

## 2 APPLICATION

---

### 2.1 PERSONAL DETAILS

Member Number (if applicable): \_\_\_\_\_

Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender: \_\_\_\_\_ male/female

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email (work/personal and preference for contact): \_\_\_\_\_

Personal Domain (if applicable): \_\_\_\_\_

Social Media Links (e.g. Twitter, Facebook, LinkedIn): \_\_\_\_\_

---

### 2.2 REFERENCE

Please provide a written reference from a referee in support of your application for a position on your local EmAGN committee. This may be a separate document attached to the application form.

## 2.3 INSPIRATION, KNOWLEDGE & INTEREST IN EMAGN ISSUES

What is your proudest achievement and/or accomplishment as a contributor to the architectural profession?

---

---

---

---

---

---

---

What are the three (3) main emerging architect and graduate issues that you are most passionate about?

1. 

---
2. 

---
3. 

---

What special skills/experience/interests and attributes do you have that you feel would benefit the Institute and EmAGN?

---

---

---

---

---

---

---

Why do you want to be a member of EmAGN's local committee? (Maximum 300 words)

---

---

---

---

---

---

---

Please indicate special areas of interest that you would focus on as a member of the local EmAGN committee:

- ☐ Governance
- ☐ Finance
- ☐ Events Management
- ☐ Membership
- ☐ Marketing
- ☐ Information Technology
- ☐ Community Engagement
- ☐ Others (examples):

Recruitment of EmAGN members will consider and highly value:

- the consideration of a stated commitment to EmAGN's values;
- an absence of major conflicts of interest;
- local, state and/or national reputation;
- high personal integrity;
- a track-record of achievement; and
- a dedicated commitment and focus to the time required to serve on the EmAGN local committee along with other activities that support the Institute's strategic plan.

## 2.4 SKILLS MATRIX

A significant feature of governance is to ensure an appropriate composition, succession and renewal of members. As part of applying for the Emerging Architects and Graduates Network, candidates are asked to self-identify the competencies, background and skills they could bring to the local EmAGN committee.

The Matrix of Skills and Experiences below is designed to be used during the selection process to ensure a skilled, balanced and high-performing Local Committee is sustained for the future.

Please use the following checklist to rate your experience level in each category (as applicable, you are not expected to check every box), with 1 being low and 5 being high in your level of experience and knowledge.

SKILL	COMPETENCY	1	2	3	4	5
<b>Boards and/or Committees</b>	Experience associated with boards or committees advising on the development and/or implementation of good governance policies.					
<b>Business/ Corporate Planning</b>	Experience in business/corporate planning for the public, private or not-for-profit sector.					
<b>Strategic Planning</b>	Experience with planning, evaluation, and implementation of a strategic plan.					
<b>Accounting and Finance</b>	Understanding of financial reporting and knowledge of key issues associated with effective financial operational management.					
<b>Social and Community Engagement</b>	Experience in social and/or community engagement programs					
<b>Risk Assessment, Health and Safety</b>	Experience in the process of identifying principal risks and to ensure that management has implemented the appropriate systems to manage risk, health and safety of others					
<b>Stakeholder and Public Relations</b>	Experience in strategic communications, public relations and/or member/customer relations management and effective communications skills					
<b>Marketing, Advertising and Sales</b>	Experience with researching, developing and the execution of marketing programs. Experience in advertising, media, copywriting and/or sales management.					
<b>Events Management</b>	Experience developing and coordinating events					
<b>Information Technology</b>	Experience and understanding of latest technologies, social media, cloud-based applications, mobility and multi-media					

## 2.5 CHECKLIST AND ACCEPTANCE OF CONDITIONS

### 2.5.1 Application Checklist

Before submitting your application to EmAGN, please take a moment to ensure you have completed all the requirements for your application, by checking off the following:

- ☐ I have completed the Application Form
- ☐ I have completed the Skills Matrix Self-Assessment
- ☐ I have signed the Acceptance of Conditions
- ☐ I have visited [www.emagn.com.au](http://www.emagn.com.au) and reviewed the EmAGN Reference Manual
- ☐ I have attached a copy of my current CV
- ☐ I have provided a Reference

### 2.5.2 Acceptance of conditions

I, (applicant's name), wish to be considered for a position on the Australian Institute of Architects Emerging Architects and Graduates Network (EmAGN). I confirm that the information provided in this application is true and correct.

I have carefully read and understand the Reference Manual associated with EmAGN and am prepared to meet these conditions if appointed. Further, I confirm that if I am appointed, I am available to fulfil the duties of membership on the Emerging Architects and Graduates Network (EmAGN) committee to the best of my ability.

Signature:

Date: