

## **ENGINEERING HERITAGE BOARD - TERMS OF REFERENCE**

### **1. RESPONSIBILITIES AND DELEGATED AUTHORITIES**

The governing Board has established the Engineering Heritage Board (EHB) for the prime purpose of governing engineering heritage activities within the Institution in order that New Zealand's engineering achievements are widely recognised and valued.

The objectives of the IPENZ Engineering Heritage Board are to:

1. Identify and record our engineering heritage resources;
2. Promote our engineering heritage's protection, preservation and conservation;
3. Interpret and enhance the understanding of our engineering heritage;
4. Use engineering heritage to enhance public understanding of the crucial role engineering plays in modern society.

The EHB shall act to:

1. Develop, implement and monitor the implementation of an IPENZ Engineering Heritage Strategy.
1. Set the policies and develop procedures for IPENZ Heritage activities.
2. Develop and maintain strategic relationships with major heritage organisations, e.g. Historic Places Trust, Department of Conservation, Ministry for Culture and Heritage and Te Papa.
3. Identify and obtain alternative funding streams for IPENZ Heritage activities.
4. Support and monitor the work of Heritage Chapters, mentoring as needed to achieve desired outcomes.
5. Monitor and guide the heritage related activities of National Office, Branches and Special and Technical Interest Groups.

### **2. OPERATING PROCEDURE**

The Engineering Heritage Board meetings may be held face to face, by teleconference or video conference, or other electronic means. Approval of resolutions and recommendations may be electronically arranged. All decisions and approvals of matters of substance that are made electronically must be documented and confirmed in the minutes of the next meeting of the Board.

The Board shall seek to reach unanimous agreement. Where a recommendation is approved by majority rather than unanimously, this shall be noted in the minutes.

The EHB shall periodically report to the governing Board on its activities and any decisions made under delegated authority through its minutes.

Through its Chair, the EHB may advise the President of any concerns in the performance of the engineering heritage work programme by either staff or members of staff or the Institution.

The Engineering Heritage Board may create sub-committees for particular specialist tasks. These may contain non-members of the Engineering Heritage Board but must include at least one member of the Engineering Heritage Board.

### **3. COMPOSITION**

Up to 10 Members:

- One nominated by the New Zealand Historic Places Trust.
- One nominated by the Department of Conservation.
- One nominated by each active and functioning Engineering Heritage Chapter.
- Up to four nominated by the IPENZ governing Board, of whom one may be a member of the governing Board.
- The Chair shall be appointed by the IPENZ governing Board but may not necessarily be a governing Board nomination.
- The governing Board shall retain the right to review the composition of the EHB.

Each appointee shall be appointed for a term of two years, be eligible for reappointment for two further two-year terms to serve up to three consecutive terms. Initial appointees shall have staggered terms to provide continuity through future term-changes.

A Secretary will be appointed by the Chief Executive (non-voting).

### **4. HERITAGE CHAPTERS**

The governing Board recognises the important role of the Heritage Chapters in supporting the work of the Engineering Heritage Board, and in implementing the Engineering Heritage Strategy.

- Subject to ratification by the governing Board, the Engineering Heritage Board may recognise regional engineering Heritage Chapters.
- The region for each Chapter will normally coincide with the boundaries of a Branch or a group of Branches.
- Each Chapter shall have responsibility for identifying and undertaking appropriate actions to advance implementation of the IPENZ Heritage Strategy in the region.
- Any Member of IPENZ may join a Heritage Chapter,
- Chapters may invite non- IPENZ Members to participate in their activities,
- Chapters shall be managed by Chapter committees, each having an identified chairperson who must be a Member of IPENZ.
- Chapter Committees will include at least three Members, but there is no upper size.
- Chapter Chairs may hold the office for a maximum of three consecutive two-year terms.
- Committee membership and chairs shall be elected by the active Members of the Chapter. If required an election process will be held at a meeting of the Chapter.
- Chapters shall report regularly on their activities to the Engineering Heritage Board.
- Chapters may be allocated budgets for their normal activities from within the IPENZ budget for heritage activities, and shall manage the expenditure of such budget in accordance with policies set by the governing Board and procedures established by the Chief Executive to give effect to these policies.
- The Chief Executive shall ensure changes in policies and procedures are communicated to Chapters.

- Should a Chapter wish to undertake an activity which has financial implications above the budget allocated, or may involve significant financial, legal or other risk to the Institution, the Chapter shall notify the Chair of the Engineering Heritage Board to ensure that the implications are clear to all concerned and that operating procedures are defined and appropriate permission obtained in advance of the activity commencing.
- For the time being four Heritage Chapters are recognised – Auckland, Canterbury, Otago and Wellington,
- Should a chapter cease to be active for a significant period of time, the Engineering Heritage Board may attempt to mentor the Chapter, if necessary with local Branches, to recommence activity. If that is not successful, the Engineering Heritage Board may recommend to the governing Board the chapter be disestablished or placed in abeyance.

## **5. REVIEW**

These Terms of Reference may be reviewed in from time to time by the Engineering Heritage Board.

Adopted by the IPENZ governing Board March 2012.