

ENGINEERING HERITAGE BOARD (EHB) - TERMS OF REFERENCE

1.1 Responsibilities and Delegated Authorities

The governing Board has established the Engineering Heritage Board (EHB) for the prime purpose of governing engineering heritage activities with the Institution in order that:

1. The role and contributions that the engineering profession has played in the development of New Zealand is properly documented, promoted and recognised.
2. The work and careers of significant engineers are recorded and promoted.
3. That the history of the Institution itself is well documented and celebrated.

In addressing this responsibility the EHB has adopted as its Mission Statement:

“To document and promote the contribution of the engineering profession and professional engineers to the economic, social and environmental development of New Zealand.”

The EHB shall act according to the following objectives:

4. Develop, implement and monitor the implementation of an IPENZ Engineering Heritage Strategic Plan.
5. Set the policies and develop procedures for IPENZ Heritage activities.
6. 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.
7. Identify and obtain alternative funding streams for IPENZ Heritage activities.
8. Monitor the work of Heritage Chapters, providing mentorship for those that are not achieving desired outcomes.
9. Monitor and guide the heritage related activities of National Office, Branches and Special and Technical Interest Groups.

1.2 Modus Operandi

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 by consensus. 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 (such as assessment of heritage register proposals). These sub-committees may contain non members of the Board but must be confirmed by a member of the Engineering Heritage Board.

1.3 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 at any time.

Each appointee shall be appointed for a term of two years and will normally be eligible 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).