

Election Guidelines

- All ECG Committee roles are for 2 years, unless the member is unable to fulfil the 2-year tenure.
- Elections will be held at the ECG October Committee member every odd year (i.e 2021, 2023, etc.)
- Any member of the BGA ECG can put themselves forward for any of the committee roles. The exception to this rule is the Chairperson who must be a member of the BGA as well as the ECG.
- Elections will take the form of a vote. The candidates will be asked to give a short speech on why they feel they are suitable for the committee role. After all candidates have spoken, they will be asked to leave the room where the remaining ECG committee members will vote for a single candidate. The person with the most votes will be successful in the committee role. If there is a tie between the votes, the decision on who is successful will fall to the ECG Chairperson and ECG Secretary of the previous tenure, both must agree on one candidate.

Committee Roles

Chairperson: Francesca Waldron (2018-2021)

- Chair ECG Committee Meetings
- Represent the ECG at the BGA Executive Committee Meetings and report any matters arising to the Executive
- Respond to emails from potential members who are looking to join the ECG.
- Chair ECG events
- Review promotion posters for events
- Review any claims/invoices and budget applications from the ECG Treasurer
- Overseeing arrangement for events
- Must attend all ECG Committee meetings

Secretary: Tony Bowerman (2018-2021)

- Organise and Arrange ECG Committee Meetings
- Produce meeting agendas and take minutes for ECG Committee Meetings
- Represent the ECG at the BGA Executive Committee Meetings and report any matters arising to the Executive
- Review promotion posters for events
- Overseeing arrangement for events
- Keep a record of attendance for all ECG Committee members, and report any committee members who haven't attended over 50% of the committee meetings in a single year to the Chairperson
- Ensure all published meeting agendas, minutes, event poster and reports to the BGA Executive and stored appropriately on the BGA ECG Dropbox account.
- Must attend all ECG Committee meetings

Treasurer: Chris Beynon (2018-2021)

- Control and monitor the ECG Budget
- Handle any claims on behalf of ECG Committee members
- Handle any sponsorship donations for ECG events.
- Liaise with the BGA Executive Honorary Treasurer in any matters associated with the BGA Budget, in particular the ECG Budget
- Must attend at least 50% of the ECG Committee meeting in a single year.

Social Media Liaison: Emily Riley (2018-2021)

- Promote ECG events, socials, and competitions via our LinkedIn account
- Take or collect photos from ECG events and post these on LinkedIn
- Attract new members through promotion of the ECG.
- Must attend at least 50% of the ECG Committee meeting in a single year

Communications Officer: Revathy Nair (2018-2021)

- Maintain the ECG Mailing List via our MailChimp Account
- Send notifications to ECG Members concerning upcoming events, socials and competitions by the ECG via MailChimp
- Create ECG events pages on the BGA website
- Represent the ECG at the BGA Executive Committee Meetings and report any website matters to the Executive
- Must attend at least 50% of the ECG Committee meeting in a single year
- Assist the BGA Executive with maintaining the website by;
 - Publishing new articles
 - Updating pages with new information as required
 - Create event pages for BGA events

Assistant Communications Officer: **VACANT** (2018-2021)

- Maintain the ECG Mailing List via our MailChimp Account
- Send notifications to ECG Members concerning upcoming events, socials and competitions by the ECG via MailChimp
- Create ECG events pages on the BGA website
- Assisting the Communications Officer with any other matters
- Must attend at least 50% of the ECG Committee meeting in a single year

Cooling Prize Liaison Officer: Gary Evans (2021)

- Act as the main point of contact within the ECG for the Cooling Prize
- Carry out roles and responsibilities as required by the BGA Executive Cooling Prize sub-committee
- Promote the Cooling Prize to ECG mailing list, LinkedIn
- Must attend at least 50% of the ECG Committee meeting in a single year

ISSGME Young Members Presidential Group Liaison: Pishun Tangivangphaisal (2021-2023)

- Attend meetings of the YMPG (held every month)
- Report back to the BGA ECG on YMPG activities
- Carry out roles and responsibilities as required by the YMPG
- Must attend at least 50% of the ECG Committee meeting in a single year

University Liaison Officer(s): [Justyna Edgar](#), [Ciaran Davis](#), [VACANT](#), [VACANT](#) (2018-2021)

- Act as the main point of contact for universities, particularly in London
- Promote the ECG by organising presentations to students about the ECG and the BGA, and promote ECG events within their universities (or via their contacts)
- Promote the BGA Fund Award and competitions such as the Msc/MEng prize and the Cooling Prize at your respective university/and other contacts
- Assist in the organisation and promotion of the Young Geotechnical Engineers Symposium at the respective university.
- Identify potential speakers in academia for ECG events
- Must attend at least 50% of the ECG Committee meeting in a single year

Liaison Officers: (As determined by other institutions/committees)

- Required liaison officers:
 - British Tunnelling Society Young Members (BTSYM): Divik Bandopadhyaya
 - Technologists Forum: Gary Evans
 - Geological Society Early Careers Group: Emily Riley
- Update BGA ECG on their group's activities, in particular the potential to collaborate with the ECG at events, socials, conferences etc.

General Members/Event Coordinators

- Organise and arrange events including;
 - Finding speakers for events
 - Arranging a venue
 - Seeking sponsorship from companies for the event
 - Produce a promotion poster for the event
 - Keeping a record of attendees, ensuring ECG members are prioritised over non-members.
 - Arranging for photos to be taken at the event
 - Arranging for the event to be broadcast online (if possible) and for the presentation slides to be uploaded to the BGA website.
- Act as the point of contact for the ICE Events Team should the event be held at the ICE
- Keep the Chair and Secretary informed on all arrangements for ECG events
- Must attend at least 50% of the ECG Committee meeting in a single year