



# ASSOCIATION OF MINE RESIDENT ENGINEERS

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An association not for gain

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## DUTIES AND RESPONSIBILITIES OF DISTRICT REPRESENTATIVES

The Constitution of the AMRE states that:

*6.4 ...The District representatives and alternates shall be nominated by their respective Districts and shall also hold office for one year concurrent with the year of office of the elected members.*

District representatives shall be responsible for the overall coordination of all AMRE related activities in their geographical district. These activities are:

1. Recruitment and Membership
2. Meetings
3. Feedback from Council
4. Subscriptions and levies
5. Feedback to Council

### 1. RECRUITMENT AND MEMBERSHIP

- 1.1 The district representative (DR) should have a full list of all current ordinary, associate, affiliate, student, retired and honorary members in their district. They should also have a list of engineers in the districts that are not members of the Association and who should be actively encouraged to join. They should ensure that any new Engineers in training entering the industry be encouraged to join.
- 1.2 DRs must check the member database regularly and ensure that updates of members details are submitted to the Secretary as they occur.
- 1.3 DR's must actively encourage members to register with ECSA.

### 2. MEETINGS

The constitution of the AMRE requires:

- 10.1 *District meetings shall be held at least once every calendar month, unless otherwise decided by the Council.*
  - 10.2 *The host mine for such meetings will be selected on a roster basis and the Resident Engineer or Engineering Manager of the host mine shall chair such District Meeting.*
  - 10.3 *Proper minutes of these meetings and attendance records shall be always kept and a copy sent to the Secretary of the Association within one week of the meeting being held.*
  - 10.4 *A quorum at District Meetings shall consist of five members.*
- 2.1 DR's must ensure that all Association meetings that take place in their district are properly arranged, coordinated, promoted, and advertised. They must ensure that the chairman of the meeting has prepared a full agenda with papers where necessary. Any intention to cancel any scheduled association meeting must be immediately referred to the district representative.
  - 2.2 The DR must ensure that minutes of the district meetings are checked for correctness and then emailed as soon as they are available to the Secretary who shall in turn distribute to council members. Drs receiving minutes from other districts must distribute same to all members in their districts.



- 2.3 DRs must actively encourage the submission of presentations / papers from members.
- 2.4 DRs must distribute relevant incident and accident information to members as and when it is made available and ensure copies thereof are sent to the Secretary for distribution to Council as well.
- 2.5 The DRs have a responsibility to ensure that alternative DRs are nominated and elected at the meetings as and when required and introduced to Council.

### **3. FEEDBACK FROM COUNCIL**

DR's must give feedback to members in their district on the relevant issues from Council meetings and correspondence. This can be done at the district meetings and / or by e-mail.

### **4. SUBSCRIPTIONS AND LEVIES**

DR's are responsible for expediting all outstanding subscriptions and levies from members.

### **5. FEEDBACK TO COUNCIL**

DR's must attend all Council meetings. If for some reason they cannot attend, then the Alternate must be present. A full feedback report must be prepared and discussed which covers but not limited to the following:

- i) District Meeting feedback, presentations, content, improvements, etc.
- ii) Safety achievements and related issues and incidents
- iii) Attendees
- iv) New Engineers in district
- v) Engineers who left the district
- vi) ECSA registrations
- vii) Feedback/issues/concerns from Members
- viii) Subscriptions

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