

# Resource Guide for Organising Committee Members

IMechE North East Greenpower  
Organising Committee

INSPIRING ENG  
**2010 - 2011**



This document has been designed to guide members of the Institution and the others from external organisations who come together to help and organise the North East Greenpower Regional Heat.

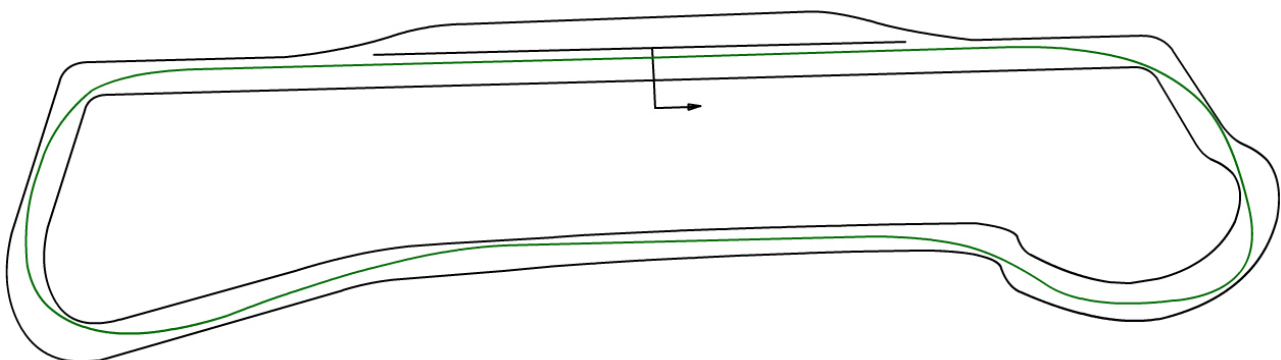
## Introduction

The Institution of Mechanical Engineers (IMechE) is the fastest growing professional engineering institution in the UK. We truly believe we can improve the world through engineering. So the Institution finds and nurtures new talent, helping engineers build their careers and take on the challenges that, when solved, will make a difference to all of us. As an Institution, we focus on four principal themes which affect and are affected by our engineers: Energy, Environment, Transport and Education. We achieve this through a comprehensive series of events (technical conferences, seminars, workshops and social functions) which are designed by engineers for engineers that we organize throughout the year.

In the North East the IMechE Young Members Teesside panel and the IMechE Automotive Division Tyne Tees panel are proud to partner with Greenpower in holding the Croft Greenpower heat.

## The Venue

The Croft Circuit is set in the beautiful North Yorkshire countryside; this superb circuit of overall length 2.1 miles has been developed for over 50 years into a top flight racing venue which hosts prestigious championship events such as British Touring Car Championship, the British GT Championship, and the British Formula 3 Championship and motorcycle races. Today the Greenpower event uses the shorter 1.15 mile circuit. For more information, visit [www.croftcircuit.co.uk](http://www.croftcircuit.co.uk).

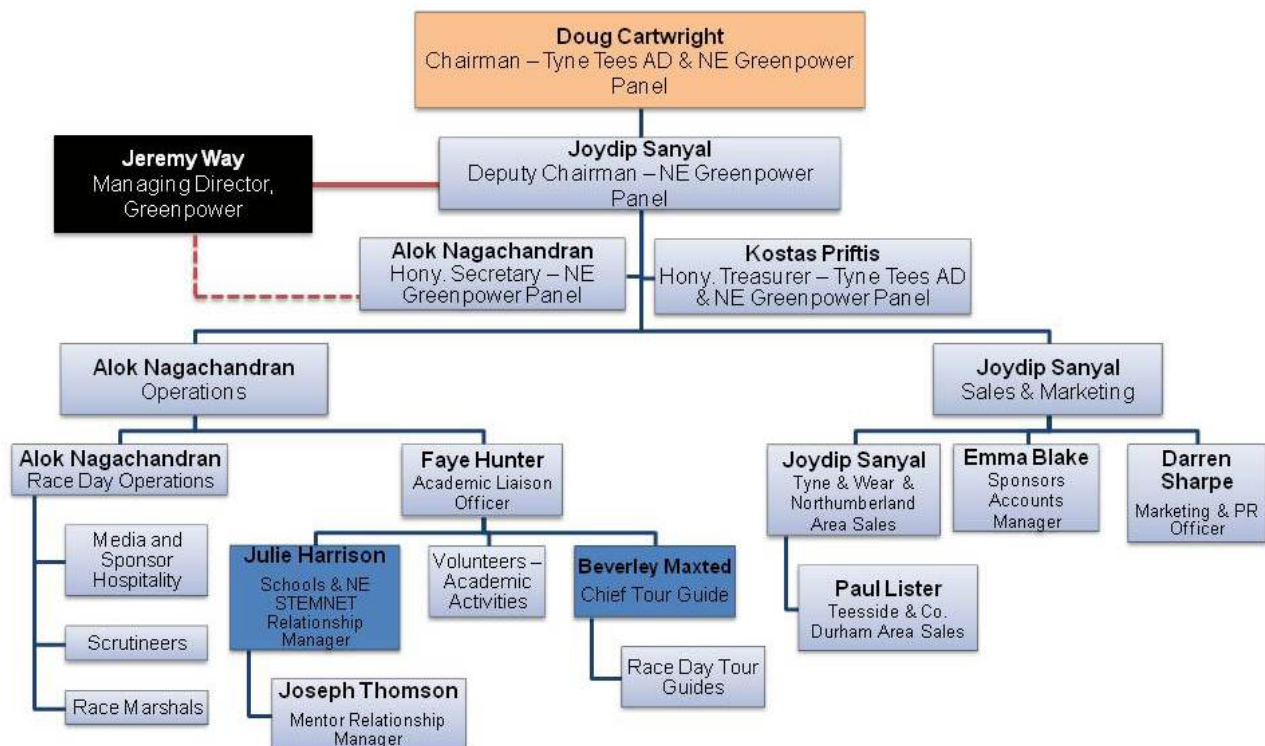


Croft Circuit key facts:

- Length 1.15 miles
- Mileage Record (4 Hour) 101.2 miles (Sandbach High School, Brian, July 2008)

## The Organising Committee

This is a sub-committee and reports to the Tyne Tees AD Division. The structure of the committee has been designed to take care of all the areas of the event. This is a complex event as it requires interaction and working along as a team with few external organisations e.g., Greenpower, STEM etc., without whom this event cannot be successfully organised. The intent of putting this structure is to bring clarity of who is responsible for which area of the whole event.



## Vision, Mission of the Organising Committee and 2011 Caption

- **Vision:** To promote science and engineering as career option through the Greenpower event.
- **Mission:** The missions are:
  1. To organise the Greenpower event in the North East region
  2. To promote the event in North East schools and encourage new teams to enter the competition
  3. To promote the role of electric car in the Green economy
- **2011 Caption:** North East's green future through science and engineering

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## Scope of the Organising Committee

The scopes of the organising committee are:

- To raise sponsorship for the regional heat
- To organise the logistics and volunteers required on the race day
- To promote the event in the region by bringing in new teams to participate, raising the awareness within the low emission vehicle industry.
- To liaise with Greenpower, industries and academia to oversee that necessary education objective are met through this event.

## Main Roles on the Committee Members

Whilst it would be impossible to outline in detail all the activities members of a committee should undertake, the following descriptions outline some of the core aspects for each of the main roles. The main roles identified are:

**Tyne Tees AD &NE Greenpower Panel Chairman**

**NE Greenpower Panel Deputy Chairman**

**Honorary Secretary**

**Honorary Treasurer**

**Operations Manager**

**Sales & Marketing**

**Academic Liaison Officer**

**Schools and NE STEMNET Relationship Manager**

**Chief Tour Guide**

## Role Description and Responsibilities of the Committee Members

- **Tyne Tees AD & NE Greenpower Panel Chairman:**
  - The Chairman is responsible for the activities of the Panel, and is ultimately accountable to the Trustee Board of the Institution for its actions.

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- As a figurehead and spokesman for the Panel, he is responsible for ensuring that all activities being carried out meet the guidelines set by the Trustee Board of the Institution.
  - **NE Greenpower Panel Deputy Chairman:**
    - The Deputy Chairman is responsible for the day to day activities of the panel.
    - The Deputy Chair is responsible for motivating the Committee Members to ensure it meets its scope/objectives.
    - The Deputy Chairman should establish and maintain good links with the senior North East Region and Teesside and Tyne and Wear Area committees and YM Panels by attending their Committee meetings and keeping them updated on the Panel's activities. This activity could be delegated to other members of the Committee.
    - Whilst the Deputy Chairman plays a key role within the Panel, it is important that they do not attempt to do everything; one of the key responsibilities is knowing how to spread the load between members of the Committee. Whilst in practical terms it is sensible to do so, it also inspires a sense of responsibility and loyalty towards the Panel from its members.
  - **Honorary Secretary:**
    - The Honorary Secretary is responsible for dealing with all incoming and outgoing correspondence. The Chairman/Deputy Chairman should be informed of any relevant correspondence.
    - Organising and facilitating committee meetings. This involves:
      - Arranging the venue
      - Preparing agendas in consultation with the Chairman/Deputy Chairman
      - Informing committee members of meetings (preferably via email)
      - Taking the minutes of meetings
      - Distributing the minutes to committee members after approval from the Chairman.
    - Maintain a list of all the members of the North East region
  - **Honorary Treasurer:**
    - The Honorary Treasurer is responsible for managing the accounts (paying expenses and depositing income from sponsors) and keeping track of expenditure and revenue to ensure that the Committee does not exceed

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the grant allocated by their Region / Branch. Each year the Honorary Treasurer prepares an estimate of proposed expenditure for the next year, as well as compiling the annual accounts for the previous year.

- **Operations Manager**

- The Operations Manager is responsible for the Race Day operations, logistics etc. He will oversee that the Scrutineers, Race Marshals and other volunteers are in place for the race day and they are trained/briefed about their job.
- Will supervise the duties of the Academic Liaison Officer.
- Will participate in designing the Agenda with the Chief Tour Guide.

- **Sales and Marketing Manager**

- Will participate and supervise the sale of sponsorship.
- Will ensure that all obligations to the sponsors are met as mentioned in the sponsorship presentation
- Will supervise the duties of the Marketing and PR Officer.

- **Academic Liaison Officer**

- As Academic Liaison Officer, you'll report to the Operations Manager of the panel and would be responsible for:
- Promoting the event within non-participating North East schools with the help of STEMNET.
- Ensuring mentors from the industry are allocated with necessary STEMNET training and statutory checks to schools to participate in the event.
- Will participate in designing the Agenda with the Chief Tour Guide.
- Will supervise and help the Schools and NE STEMNET Relationship Manager.

- **Schools and NE STEMNET Relationship Manager**

- As the spokesperson to the NE schools you'll help the panel to introduce new schools into this competition.
- You'll help the panel to establish contacts with other STEMNET agencies across the NE
- As Schools Relationship Manager you'll ensure with the help of Academic Liaison Officer that all new schools have industrial mentors assigned
- Will help the panel to invite targeted schools from across the NE who might be interested in participating in 2012 and subsequently ensuring that invitation has been sent to all of them

- **Chief Tour Guide**

- You'll be responsible to put together an agenda that targeted non-participating schools from the NE will be working on the race day.
- Will ensure that there are enough Tour Guides to help you on the race day and they are fully trained.
- Will be in-charge of the race day touring and delivering all activities identified in the agenda with the help of the tour guides.

## Contact List

| Name & Title  | Contact Details  |
|---|--|
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## Conclusion

As mentioned earlier this is a succinct document and in no way detail all the activities members of the committee should undertake. Finally organising this event is a team work and success or failure depends on the commitment we all have made to this event. Please make sure that at any point if there are any doubts, feel free to give a call. At last, in the volunteering activities please keep safety as the top priority for yourself and for others.