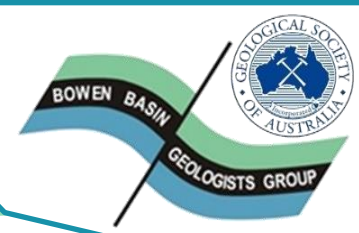


BBGG EXECUTIVE RESPONSIBILITIES



Position: Chair of the BBGG

Status: Volunteer

Overview: The Chair of the BBGG is a member of the [Geological Society of Australia](#) (GSA), and generally has relevant experience and involvement in the Queensland coal industry, including BBGG activities, as well as good industry and research contacts.

- Key Duties:**
- Work with the BBGG Secretary to organise Quarterly BBGG Meetings and be on site to attend and facilitate these meetings.
 - Work with the BBGG Secretary, ACARP and the BBGG-ACARP Liaison to organise the biennial BBGG-ACARP Meeting, and be on site to attend and facilitate this meeting.
 - One of three voting members on the Leichhardt Award Committee – a biennial award which recognises original contributions to the advancement of coal geology or related disciplines in Queensland.
 - Work with the BBGG Secretary to organise the presentation of the Leichhardt Award and host the Leichhardt Award Dinner (held during the BBGG-ACARP Meeting).
 - Lead the Bowen Basin Symposium (BBS) Organising Committee to organise the 5-yearly Bowen Basin Symposium, and be on site to attend this event. Activities include arranging and chairing meetings in collaboration with the BBGG Secretary, allocating and directing committee responsibilities, reviewing meeting agendas and minutes, responding to enquiries from delegates, speakers, sponsors, exhibitors, etc. and coordinating with event managers and other organisations as required.
 - Work with the BBGG Secretary & BBGG Treasurer to ensure the requirements of the Memorandum of Understanding (MoU) with the GSA are upheld.
 - Represent the BBGG at GSA Coal Geology Group (CGG) and NSW Coalfield Geology Council (CGC) meetings.
 - Collaborate with other organisations such as the GSA, AIG, AUSIMM, CGG, NSW CGC, BBMC, BOHOGS, BBUGS, QRC/QEC etc.
 - Work with the BBGG Secretary to develop marketing material for the BBGG and its events.
 - Represent the BBGG with print, TV and radio media outlets.
 - Promote the BBGG and its activities at events, on social media, in magazine articles and via email.
 - Work with the BBGG Secretary to ensure the BBGG Guidelines are kept up to date.
 - Authorisation responsibilities as a secondary signature for BBGG bank account.
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