



# GhIE

GHANA INSTITUTION OF ENGINEERING

**GHANA INSTITUTION OF ENGINEERING  
(GhIE)  
CALL FOR NOMINATIONS  
2024 BRANCH EXECUTIVE COMMITTEE  
ELECTIONS  
(Branch 1)**

**For inquiries contact the below:**

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GhIE promotes  
excellence and  
maintains standards  
in the practice of  
engineering in Ghana

The Ghana Institution of Engineering (GhIE) invites nominations for the 2024 Branch Executive Committee Elections. These elections are critical for ensuring strong leadership at the branch level, aligned with the broader goals of the Institution. We seek dedicated members committed to upholding the values and advancing the objectives of the GhIE.

### **Overview**

The Branch Executive Committee is responsible for organizing and managing all activities of the Branch, ensuring effective communication and alignment with the national body of the GhIE. The 2024 elections will focus on selecting leaders who will contribute to the growth and effectiveness of the Branch, fostering professional development and the advancement of engineering practice.

### **Nomination and Election Process**

- **Nomination Period:** Nominations must be submitted no later than 30 days before the Branch Annual General Meeting (BAGM), which should be held **by January 3, 2024**. This ensures that elections can be conducted in compliance with the 42-day requirement as per the GhIE Constitution, i.e. before the Annual General Meeting (AGM) of the Institution.  
  
Submission of nominations for **Branch 1 is effective from September 12, 2024, to October 12, 2024.**
- **Submission:**
  - Complete the nomination form, which is available at <https://forms.gle/HmFLBTfcRdsm9yZe7>
  - The nomination submission and all accompanying materials must be submitted in English. Information about the nominee should be provided as accurately as possible.
- **Voting Period:** Elections will be conducted from **October 16, 2024, to November 16, 2024.**
- **Voting:** Voting will be done through a Secret ballot.

## POSITIONS OPEN FOR NOMINATIONS

<b>1</b>	<b>VICE-CHAIRPERSON</b>
<b>1.1</b>	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"><li>a) Must be a Full Member of Good Standing, registered in the Branch</li><li>b) Must have been active in the activities of the Branch.</li><li>c) Must be a Fellow or Senior Professional Engineer.</li><li>d) Must be nominated by a Fellow or a Senior Professional Engineer</li><li>e) The nominations must each be supported by one Full Member registered in the Branch, from each of the Occupational Groups.</li></ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>a) Assist the Branch Chairperson in all duties.</li><li>b) Deputize for the Branch Chairperson when necessary.</li></ul>
<b>2</b>	<b>BRANCH SECRETARY</b>
<b>2.1</b>	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"><li>a) Must be a Full Member of Good Standing, registered in the Branch.</li><li>b) Must have been active in the activities of the Branch.</li><li>c) Must be nominated by a Full Member registered in the Branch;</li><li>d) Nomination must be supported by one Full Member registered in the Branch, from each of the Occupational Groups.</li></ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>a) Keep records of all Branch meetings and correspondence.</li><li>b) Prepare reports and convene meetings as directed by the Branch Chairperson.</li></ul>

<b>3</b>	<b>BRANCH TREASURER</b>
<b>3.1</b>	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>a) Must be a Full Member of Good Standing, registered in the Branch.</li> <li>b) Must have been active in the activities of the Branch.</li> <li>c) Must be nominated by a Full Member registered in the Branch;</li> <li>d) Nomination must be supported by one Full Member registered in the Branch, from each of the Occupational Groups.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Manage all the Branch's finances, including budget preparation and financial reporting.</li> <li>b) Keep accurate financial records and present the Annual Branch Statement of Account.</li> </ul>
<b>4</b>	<b>BRANCH ORGANIZER</b>
<b>4.1</b>	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>a) Must be a Full Member of Good Standing, registered in the Branch.</li> <li>b) Must have been active in the activities of the Branch.</li> <li>c) Must be nominated by a Full Member registered in the Branch;</li> <li>d) Nomination must be supported by one Full Member registered in the Branch, from each of the Occupational Groups.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Assist the Branch Chairperson and Secretary in organizing and facilitating meetings and activities.</li> <li>b) Ensure effective dissemination of information and arrange logistics for Branch events.</li> </ul>

5	<b>BRANCH OCCUPATIONAL GROUP REPRESENTATIVES (FOUR POSITIONS – PROFESSIONAL ENGINEER, PROFESSIONAL ENGINEERING TECHNOLOGIST, ENGINEERING TECHNICIAN, ENGINEERING CRAFTSMAN)</b>
5.1	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>a) Must be a Full Member of Good Standing, registered in the Branch.</li> <li>b) Must have been active in the activities of the Branch.</li> <li>c) Must be a Full Member of the Occupational Group registered in the Branch.</li> <li>d) Must be nominated by one Full Member of the respective Occupational Group registered in the Branch and seconded by another.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Represent their Occupational Group within the Branch.</li> <li>b) Take direct responsibility for Student Chapters of the Branch and provide other services as required by the Committee.</li> </ul>
6	<b>WOMEN IN ENGINEERING (WinE) GROUP REPRESENTATIVE</b>
6.1	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>a) Must be a Full Member of Good Standing, registered in the Branch.</li> <li>b) Must have been active in the activities of the Branch.</li> <li>c) Must be a Full Member of the Women in Engineering (WinE) Group registered in the Branch.</li> <li>d) Must be nominated by one Full Member of the Women in Engineering (WinE) Group registered in the Branch and seconded by another.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Represent the Women in Engineering (WinE) Group within the Branch.</li> <li>b) Take direct responsibility for Women in Engineering (WinE) Group of the Branch and provide other services as required by the Committee.</li> </ul>

7	<b>YOUTH IN ENGINEERING (YE) GROUP REPRESENTATIVE</b>
7.1	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"><li>a) Must be a Full Member of Good Standing, registered in the Branch.</li><li>b) Must have been active in the activities of the Branch.</li><li>c) Must be a Full Member of the Youth in Engineering (YE) Group registered in the Branch.</li><li>d) Must be nominated by one Full Member of the Youth in Engineering (YE) Group registered in the Branch and seconded by another.</li></ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>a) Represent the Youth in Engineering (YE) Group within the Branch.</li><li>b) Take direct responsibility for Youth in Engineering (YE) Group of the Branch and provide other services as required by the Committee</li></ul>