



The Institution of Engineers of Kenya

Registered Office: 1st Floor, Top Plaza, Kindaruma Road

Telephone: +254(20)2729326, 0721-729363, (020)2716922

P.O. Box 41346-00100 CITY SQUARE NAIROBI KENYA.

E-mail: iek@iekenya.org Website: www.iekenya.org

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INSTITUTION OF ENGINEERS OF KENYA (IEK)

CONFERENCE AND EVENTS COMMITTEE

TERMS OF REFERENCE 2020 – 2022

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|--------------------|----------------------------------|
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AMENDMENT SHEET

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1 INTRODUCTION

The Constitution and Bylaws of IEK provide that the Council may establish committees to undertake specific functions of behalf of Council to further the aims and objects of the Institution. Accordingly, the Council at its 465th meeting held on 24th April 2020 established a committee to be known as the Events and Conference Committee.

The Committee may establish sub-committees to assist it in the conduct of its business provided that the Council approves such action.

2 PURPOSE

The overall purpose of the Events and Conference Committee (CBMC) is to plan, organize and implement IEK's events and conferences with a view to promoting professional and business networking amongst members and related external organizations. The Conferences will proffer a forum of exchange of knowledge to ensure members are kept abreast of developments in the world of engineering and affiliated fields.

The events will also present an opportunity for members to socialize thereby promoting a sense of belonging and identity as a fraternity of persons in the Engineering and affiliated professions. The Committee will align all events and conferences with the roles, priorities and strategic intent of the Council to:

- (i) promote excellence in engineering practice in the country;
- (ii) provide a variety of networking programs and events that cater for the diverse segments of engineers and levels of membership;
- (iii) Promote “thought leadership” in engineering matters;
- (iv) Ensure engineers remain contemporary, connected and responsive to wider societal needs;
- (v) Create opportunities for members to disseminate and share knowledge gained in their diverse areas of specialization;

For the Committee to serve its members and all its stakeholders effectively, it shall regularly consult with the IEK Council and its broad membership so as to organize events and conference that will position IEK as the engineering institution of choice in Kenya and the region.

3 RELEVANT APPLICABLE STRATEGIC GOALS

The Strategic Plan 2019- 2023 seeks to position IEK as an effective platform for the delivery of an exciting value proposition to its members, thereby attracting and retaining members. The IEK Events & Conferences Committee will contribute towards achievement of the following strategic goals drawn from the IEK Strategic Plan 2019-2023:

- a) **Strategic Goal 1: Grow IEK membership to 20,000 by 2023;** By facilitating events that promote diversity and inclusivity in engineering such as networking events for women engineers and young engineers, more members will be attracted to join the institution.
- b) **Strategic Goal 2: Relevance;** The Committee will Organize functions and events for networking, social events (such as for charity, golf, marathons, walks) that will foster closer ties among engineering firms and promote collaboration among engineers and engineering firms for mega projects;
- c) **Strategic Goal 3: Promote excellence in engineering;** The Committee will enable attainment of this goal by organizing events and functions that facilitate exchange of knowledge, recognition of excellence in engineering and dissemination of research work findings such as conferences. The committee will also support stakeholder engagement events.
- d) **Strategic Goal 4: Raise revenue to Ksh 600m by 2023;** The Committee will raise revenues from conferences and other events organized for members to network, learn or socialize. During such events the committee will facilitate the sale of merchandise and other objects of interest to members to generate revenue for the Institution;

4 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and primary functions of the Committee include but are not limited to: -

- Prepare an annual calendar of events and workplan for approval by the Council;
- Identify themes, key note speakers and topics for IEK events which include Annual IEK Conference, Breakfast/ lunch or cocktail engagements, policy fora and networking events;

- Design events that foster collaboration among engineers and engineering firms to create a conducive environment for formation of consortiums and collaborations to bid for mega projects;
- Assist the executive committee to obtain sponsorship for the events;
- Prepare the proposed budgets for the events and activities ;
- Plan, organize and co-ordinate the IEK events/functions (networking events, emerging issues cocktail lectures, workshops on emerging issues, social events (charity, golf, walks), Annual Conference, Annual international tours/conferences, industrial visits as per approved calendar of events;
- Design and implement events for award schemes approved by the Council;
- Review feedback from event participants and assess relevance to members as a strategy for continuous improvement;
- Prepare financial reports for all events for submitting to Council;
- Formulate a pricing and sponsorship policy of IEK events;
- The Committee shall undertake to vet all service providers and develop a schedule of preferred service providers and venues for quality assurance;

5 MEMBERSHIP AND COMPOSITION

The Committee shall comprise of at least 5 members of good standing at the level of Fellow, Corporate, or Graduate with relevant academic qualification and experience that will enable them contribute optimally to the mandate of the Committee.

Further, the composition of the Committee will reflect as much as possible the diversity objectives of IEK pertaining to engineering discipline and gender.

An officer from IEK Secretariat formally assigned by the CEO shall attend all meetings of the Committee and provide secretariat and logistical support.

The Committee shall appoint one of the members as the Committee Secretary.

The minutes of the meetings shall be circulated to all members of the Committee.

The Committee may form subcommittees on need basis.

6 TENURE OF COMMITTEE

The term of the committee shall be two (2) years and shall be aligned to the term of the Council.

7 CHAIRPERSON

The Chairperson and the Vice-Chairperson of the Committee shall be appointed in a duly constituted Council meeting from among the current Council members.

In the event that both the Chair and the Vice Chair are absent the Committee may elect one of the other members of the Committee to chair the meeting.

8 MEETINGS OF COMMITTEE

The Committee shall meet at least once a month and at any other time as shall be decided if there are any matters of urgency requiring to be addressed.

Meetings shall be either virtual or physical depending on the circumstances.

An annual schedule of planned meetings of the Committee shall be prepared and submitted by 31st December of each year. The schedule shall be reviewed on a quarterly basis and be updated as necessary or as required by the Secretariat. Every effort will be made to co-ordinate with the members to maximize attendance.

Where possible, at least seven (7) working days' notice of any unplanned in-person meeting shall be provided to all members. Where possible, at least three (3) working days' notice of any technology-based meeting shall be provided to all members for any such unplanned meeting.

The quorum of a Standing Committee for the purpose of conducting business will be at least 50% of the members of the Committee. A decision of the majority of the members present at any meeting shall constitute the decision of the Committee. In the event of an equal number of votes, the person presiding the meeting shall have a casting vote.

IEK Executive Committee members are eligible to attend meetings of the Committee on request and are entitled to receive a copy of any documentation in advance of the meeting.

All the Committee meetings shall be recorded by the Secretary of the Committee. The Minutes shall be circulated to the members within three (3) days.

The Secretary will forward the minutes/circular to the Chairperson of the Committee for approval prior to circulation. The Secretary will forward the approved minutes/ circular to the Hon Secretary for circulation to Council.

Any Member who has not attended three or more consecutive Committee meetings (Physical or Virtual) spanning a period of more than six months, and has not contributed to the work of the committee outside meetings during the same period, may be considered as being eligible for removal from the Committee.

CONFLICT OF INTEREST

Members of the Committee must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the Events & Conference Committee. The Secretariat shall provide information to assist Committee members as appropriate to perform their functions.

Members of the Committee shall act in good faith and in the best interests of IEK as a whole, act with care and diligence and for proper purpose as per IEK policies.

Members of the Committee shall disclose to the Chair and/or the Committee any actual, perceived or potential conflicts of interest which may exist as soon as the Committee Member becomes aware of any such issue and shall recuse themselves from discussions and or decisions which may involve that conflict.

9 CONFIDENTIALITY AND NON- DISCLOSURE

All members of this committee SHALL NOT disclose any content of the Committee proceedings to anyone whatsoever.

10 INDEPENDENT EXPERT

Subject to approval of the Council, the Committee may request the CEO to engage independent expert panelists in emerging engineering disciplines where the Council may lack local expertise.

11 TASK GROUP

The Events and Conference Committee may appoint Task Groups or Adhoc committees from within its membership to support the Committee or to address specific areas of the Committee's work or to undertake detailed tasks prescribed by the Committee.

Task Groups may be established on a standing basis or for a limited time, to function under the same TORs of the Events & Conference committee. A Schedule of formed Task Groups shall be

compiled and submitted with the annual report to the Council using the prescribed formats in Appendix 1.

12 SUB-COMMITTEES

The committee may establish sub-committees to enable it effectively deliver on its mandate;

A Schedule of formed subcommittees shall be compiled and submitted with the annual report using the prescribed formats in Appendix 1.

13 AUTHORITY

The Committee has no authority to incur expenditure without prior Council approval. Should there be urgent need to incur expenditure under exceptional or unforeseen circumstances, the matter shall be raised with the Executive Committee in the first instance for consideration and approval,

14 REVIEW OF TERMS OF REFERENCES

The Committee may review this Terms of Reference whenever need arises, but at least once in every two years. The Committee shall recommend any changes proposed to the Terms of Reference to the IEK Council for its approval.

15 ADMINISTRATION

The IEK Secretariat CEO, in conjunction with the duly assigned officer, shall provide the administrative support necessary for the smooth running of the Committee.

16 REPORTING

The Committee reports to the Council and will submit the following reports for approval:

Deliverables/outputs

1. Annual operations budget and work plan by 31st Dec of each year
2. Report on Committee Activities
3. Any other report, as the Committee deems necessary.

APPENDICES

Appendix 1: Schedule of Working Groups/ Sub-Committees

| Number | Title | Purpose or Scope of Activity |
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Appendix 2: Committee Nomination Proforma Curriculum Vitae

GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

PROFESSIONAL REGISTRATION

IEK membership number:

Other Professional affiliations:

Academic qualifications and year attained:

Years of experience post-qualification:

PROFESSIONAL EXPERIENCE

Area of Specialization:

Keys Experience: (Brief summary of most important work during the stages of your career)

INVOLVEMENT IN THE PROFESSION

Contribution to IEK Council, Professional Associations, and Societies (local and international).

KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE

(Why you should be appointed)