



**INSTITUTION OF ENGINEERS OF KENYA (IEK)**

**FUTURE LEADERS COMMITTEE TERMS OF REFERENCE 2024 – 2026**

Document Approver	IEK COUNCIL
Document Custodian	IEK CEO
Review Frequency	2 Years
Document Date	April 2024
Document Status	Draft Awaiting Review & approval
Approval Date	

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## **1. Introduction**

The Constitution and Bylaws of IEK provide that the Council may establish Committees to undertake specific functions on behalf of the Council.

In line with IEK's Constitution and Bylaws, the Council shall establish a Committee to be known as Future Leaders Committee.

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

The committee shall work within these terms of reference and as directed by the Council to meet the expectations of members. The committee term is two years.

## **2. Purpose**

The primary mandate of the Future Leaders Committee is to develop and implement programs for Young Engineers and engage them on delivery of their initiatives including raising their profile and awareness in IEK and the engineering fraternity.

## **3. Relevant Strategic Goals and Objectives.**

The IEK Future Leaders Committee will contribute towards the achievement of **Strategic goal 1, The people- Membership** with which the main **objective** is to enhance IEK as an inclusive, revered and member-driven learned society of the engineering profession.

## **4. Responsibilities and Functions**

The committee will provide quarterly updates/report containing details on objectives, tasks, Key Performance Indicators (KPIs), targets, and timelines accomplished, aligned with the implementation's matrix as seen in **Appendix 1**.

The responsibilities and primary functions of this committee are: -

### **a) Maintain quality membership.**

- i. Maintain excellence and recognition awards.
- ii. Monitor members' satisfaction levels and gather feedback to continuously improve the membership experience.

- iii. Foster connections and collaboration between young engineers and experienced professionals, facilitating knowledge transfer and professional growth opportunities.

**b) Attractiveness**

- i. Advocate for the interests and concerns of young engineers within IEK and the broader engineering community.
- ii. Enhance visibility of members through strategic partnerships with industry and other stakeholders.
- iii. Actively engage in enterprise development through incubation for novel ideas and awarding excellence in engineering.
- iv. Develop outreach programs and initiatives to attract students and young professionals to IEK membership.
- v. Enhance participation of young engineers in IEK activities.
- vi. Represent the voice of young engineers in relevant IEK forums, committees, and decision-making processes.
- vii. Develop and implement strategies for conducting outreach in high schools to encourage students to pursue STEM subjects.

**c) Recruitment**

- i. Enhance and diversify recruitment processes- Collaborate with universities and colleges to sign up for membership of IEK as students during induction and as GEs after they graduate.
- ii. Establish a taskforce to ensure inclusion of technicians in the activities of the Institution and track their progress through college to employment.
- iii. Organize the Future leaders' Summit and presidents' day with Young engineers.

**d) Retention**

- i. Hold team capacity building through webinars and other training events.
- ii. Sponsor local and international industrial tours, conferences and award events for young engineers.
- iii. Enhance member feedback and communication.
- iv. Create premium services for members including long serving members.

#### **e) Administration**

- i. To organize mentorship sessions and career talks for Students and graduate engineers in all engineering disciplines.
- ii. To present quarterly reports to the council regarding the work in progress and communicate any concern or need deemed relevant.
- iii. To create and dissolve sub-committees for undertaking specific tasks in a predetermined time frame as need arises, and to monitor their progress.
- iv. To recommend appointment of members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- v. To develop Annual Work plans and budget for the Committee, aligned to IEK's strategic Plan, for approval by council.
- vi. Provide expert advice and recommendations to the IEK Council on matters related to membership policies.

#### **5. Membership and Composition**

The Committee shall comprise up to 11 members ages between 18 and 35 years who are either Fellow members, Corporate members, graduate Engineers, Engineering Technologists and Engineering Technicians of good standing with relevant track record, academic qualification, and experience that will enable them to contribute optimally to the mandate thereof. Good standing means a person who has not resigned or has been suspended from membership or registration. They shall be fully paid up in terms of subscriptions.

The composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, disability, culture or geography. The committee shall appoint one of the members as the secretary.

#### **6. Committee Leadership**

The Chair and the vice chair of the Committee shall be appointed by the council from amongst the current council members.

Should both the Chair and Vice-Chair be absent from a meeting, the Committee may select one of the other members of the Committee to chair the meeting.

## **7. Meetings and Operations**

The Committee shall meet as frequently as agreed not less than once a month. The quorum for the committee shall be at least half of the members. Meetings may be conducted virtually or held in- person.

The committee decisions shall be arrived at through consensus. Where a vote is deemed necessary to make a decision it may be made by a simple majority vote of meeting attendees with the chair having the casting vote.

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.

The Secretary will maintain accurate records of committee proceedings, decisions, and recommendations, and submit reports to the IEK Council as required through the honorary Secretary.

## **8. Conflicts of Interest**

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decision related to the committee activities. A conflict of interest may be real, potential or perceived in nature.

Members of the Committee must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the Committee. The Secretariat shall provide information to assist Committee members as appropriate to 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 must 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 issue and shall recuse themselves from discussion and/or decisions which may involve that conflict.

## **9. Independent Advice**

Subject to approval of the council, the Committee may request the CEO to engage independent expert panelist in the emerging disciplines that the council has no local expertise. The CEO will be responsible for managing any such engagement.

## **10. Task Groups/ Sub-committees**

The Committee may appoint Task Groups/ sub-committees from within its membership to support it to address specific areas of the Committee's work and to undertake detailed tasks to meet the Committee goals. They can be standing or ad hoc.

Each Sub-committee shall comprise of at least three members and utmost five members. The Chairperson shall be appointed by the Future leaders Committee Chairperson. The Secretary shall be elected from among the Sub-committee members. Other rules of operation of Sub-committees will be similar to those of the main Committee.

## **11. Authority**

The Committee has no authority to:

- i. Incur expenditure without prior council approval.
- ii. Speak on behalf of the CEO, President or Institution of Engineers of Kenya.
- iii. Change policies or official position statements, without approval of the Council

## **12. Review of the Terms of Reference**

These Terms of Reference (ToR) shall be subject to periodic review in not more than two years and may be revised by the IEK Council to ensure alignment with the evolving needs and priorities of the institution and the engineering profession.

### 13. Appendix 1: Implementations Matrix

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Strategic Goal I: The People-Membership</b>											
<b>Strategic Objective: Enhance IEK as an inclusive, revered and member-driven learned society of the engineering profession</b>											
<b>Increased member Retention</b>	<b>High Priority (short-medium term)</b>										
	Conduct team capacity building through webinars	No of capacity building webinars	0	10	Membership	2	2	2	2	2	2,000
	Roll out regional and international tours for exposure <ul style="list-style-type: none"> <li>Identify sponsors to support the exposure tours</li> <li>Engage with other sectors such as travel and tourism to provide attractive packages e.g accommodation</li> </ul>	No of International & Regional tours	0	5	Events & Functions	1	1	1	1	1	25,000
	Maintain excellence and recognition awards	Engineering awards	2	5	Events & Functions	Excellence & recognition Award	Excellence & recognition Award	Excellence & recognition Award	Excellence & recognition Award	Excellence & recognition Award	15,000
	Award recognition certificates for outstanding performance	Outstanding performance awards	0	5	Events & Functions	Outstanding Membership recognition	Outstanding Membership recognition	Outstanding Membership recognition	Outstanding Membership recognition	Outstanding Membership recognition	15,000
<b>Quick Wins (short term)</b>											



Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)	
						Year 1	Year 2	Year 3	Year 4	Year 5		
Improved member Benefits	Establish chapters per all membership categories to boost member engagement and involvement	Chapters established	0	7	Council	Chapters established					7,000	
	Encourage feedback through the development of a complaint/feedback policy	Feedback/Complaint mechanism in place	0	1	Excom	Establishment of complaint mechanism	Member feedback	Member feedback	Member feedback	Member feedback	150	
	<b>High Priority (short-medium term)</b>											
	Communicate regularly and effectively to members on IEK activities	Social media	Continuous	Continuous	PRAC	twitter spaces, tweets, Facebook, LinkedIn	twitter spaces, tweets, Facebook, LinkedIn	twitter spaces, tweets, Facebook, LinkedIn	twitter spaces, tweets, Facebook, LinkedIn	twitter spaces, tweets, Facebook, LinkedIn	500	
		Website	Continuous	Continuous	PRAC	Up to date website	Up to date website	Up to date website	Up to date website	Up to date website	500	
		Member portal	Continuous	Continuous	PRAC	member information system	member information system	member information system	member information system	member information system	500	
		Newsletters and regular correspondence on important events	Weekly	Weekly	PRAC	Weekly newsletters	Weekly newsletters	Weekly newsletters	Weekly newsletters	Weekly newsletters	3,000	
	<b>Long Term</b>											
Operationalize IEK mentorship academy	Established mentorship Academy	0	Mentorship Academy	Learning & Capacity Building	Concept not and documentation	Recruitment of mentors Virtual Academy	Mentorship programs	Mentorship program	Mentorship program	10,000		

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
										Academy in Plaza	
		No. of members mentored	1,300 Students	1,110	Learning & Capacity Building			300	360	450	2,000
<b>Quick Wins (short term)</b>											
<b>High Priority (short-medium term)</b>											
<b>Enhanced Attractiveness and value proportion</b>	Create a Career Portal to support membership in securing placement, jobs, mentorship, scholarships and exchange programs	Career portal	0	1	Membership	Career portal in place	Career Opportunities	Career Opportunities	Career Opportunities	Career Opportunities	3,000
	Liaise with employers of engineers to advertise employment opportunities on IEK website as well	Engineering job posting on IEK website	0	1	Membership	Job listing page IEK website	Updated job listings	Updated job listings	Updated job listings	Updated job listings	200
	Participate in Career fairs to identify potential employers for membership	No. of career fairs	0	15	Events & Functions	3	3	3	3	3	3,000
	Create a platform where professional engineers and consultants can offer job opportunities to the GEs	Platform for GEs to access jobs from member PEs and consultants	0	1	Membership	Collaboration platform	Job listings	Job listings	Job listings	Job listings	550
	Establish and market a clear value proposition for all membership categories including through targeted	Clearly defined value propositions	0	1	Membership	Membership value proposition in place	Marketing of the value proposition	Marketing of the value proposition	Marketing of the value proposition	Marketing of the value proposition	Marketing of the value proposition

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	communication to the different membership groups	% member transition to higher levels of membership		20%	Membership	Track member transition	Track member transition	Track member transition	Track member transition	Track member transition	-
	Enhance publicity, awareness and participation of IEK in National conversations through media briefings	No. of media briefings	11	20	PRAC	4	4	4	4	4	1,000
	Champion welfare of engineers on attachment, fair remuneration and scheme of service	No. of roundtable meetings with policy makers	20	20	PRAC	2	3	5	7	3	2,000
	Actively engage in enterprise development through incubation for novel ideas	No. of engineering enterprises established	0	30	Membership	6	6	6	6	6	3,000
	Publicize CSR activities on climate change through the media and online	No. of CSR activities	3	10	Events & Functions	2	2	2	2	2	2,000
<b>Long Term</b>											
	Engage SRC to revise entry salary and benefits for graduate engineers	Reviewed entry level salary for GEs	0	1	PRAC	Position Pape	Round table meetings	Reviewe r entry salary for GEs	Imple mentation	Imple mentation	800
	Engage the Public Service Commission for inclusion of IEK membership as a requirement for employment of engineers	Directive/circular issued to all public entities	0	1	PRAC	Position Pape	Round table meetings	Round table meetings	Circula r issued	Imple mentation by public entities	800

## **14. Appendix 2: COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE**

### **a) GENERAL INFORMATION**

Name:

Date of Birth:

ID number:

County:

Gender:

Disability:

Professional Registration:

IEK membership number:

Other Professional affiliations:

Engineering Discipline:

Years of experience post-qualification:

### **b) PROFESSIONAL EXPERIENCE**

#### **Specialization:**

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

### **c) INVOLVEMENT IN THE PROFESSION**

Contribution to IEK council, IEK Committees, Professional Associations, and societies (local and international).

### **d) KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE**

(why you should be appointed?) *Note: CV should be maximum 4 pages.*