



INSTITUTION OF ENGINEERS OF KENYA (IEK)

MEMBERSHIP COMMITTEE

TERMS OF REFERENCE 2020 – 2022

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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.

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

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

2 PURPOSE

The overall purpose of the IEK Membership Committee (MC) is to promote growth in membership of all classes, ensure membership admission standards are maintained and to oversee membership application processes of the Institution.

For this committee to best serve its members and all its stakeholders, it will consult with the council and its membership to develop strategies and tactics that will make IEK the Engineering Professional Institution of choice in Kenya and the region.

3 RELEVANT APPLICABLE STRATEGIC GOAL

The IEK Membership Committee (MC) will contribute towards the achievement of the following strategic goals:

- a) **Strategic Goal 1:** Grow IEK Membership to 20,000 by 2023; through efficient application process, timely and predictable professional Interviews process, monthly membership evaluation meetings and quarterly membership drives.
- b) **Strategic Goal 2:** Expertise; through admission of competent members who will contribute towards the development of the country and beyond through their attained competence and professionalism.

4 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and primary functions of this committee are: -

- i. Oversee all aspects of the IEK operations related to attraction, retention and cessation of membership;
- ii. Develop a strategy for IEK to attract and retain members and conduct regular membership drives across the country;
- iii. Conduct recruitment of professional assessment panel members, develop an induction program for new panel members and conduct periodic performance reviews of the panels;
- iv. Conduct professional assessment and make recommendations to the Council, to approve or reject applications for membership as appropriate;
- v. Conduct periodic surveys to assess satisfaction of members and identify key strategic and operational issues for consideration by the Council;
- vi. To periodically review admission framework and requirements for all cadres of members and make recommendation to the Council for approval;
- vii. Develop and implement IEK engineering excellence award scheme and lobby for state awards;
- viii. To support IEK Honorary Secretary to maintain an up to date IEK Members register;
- ix. To appoint members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- x. To develop Annual Workplans and budget for the Committee, aligned to IEK's strategic Plan, for approval by council.

5 MEMBERSHIP AND COMPOSITION

The Committee shall comprise of at least 11 members who are either IEK Fellows or Corporate Members of good standing with relevant track record, academic qualification, and experience that will enable them contribute optimally to the mandate thereof.

Further, the composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, disability, culture or geography.

An officer from IEK Secretariat formally appointed by the CEO shall attend all meetings of the Committee and will provide secretarial and logistical support to the Committee.

The committee shall appoint one of the members as the secretary.

6 TENURE OF COMMITTEE

The term of the committee shall be two (2) years.

7 CHAIRPERSON

The Chairperson and the Vice Chairperson of the Committee shall be appointed in a duly constituted council meeting.

The Chairperson shall be a Fellow and a member of the Executive Committee of the Institution of Engineers of Kenya. The Vice Chair shall be a council member.

8 MEETINGS OF COMMITTEE

The Committee shall meet at least once a month, and more frequently if there any matters of urgency requiring to be addressed.

An annual schedule of planned meetings 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.

Quorum of a Standing Committee for the purpose of conducting business will be more than 50% of the members of the Committee.

IEK EXCOM 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 secretary will forward the minutes/circular to the chair of the Committee for approval. The Secretary will forward the approved minutes/ circulate to the Hon Secretary for circulation to council.

9 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 Membership 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.

10 CONFIDENTIALITY AND NON- DISCLOSURE

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

11 INDEPENDENT EXPERT

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.

12 TASK GROUP/ SUBCOMMITTEE

The Membership 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 prescribed by the Committee. Task Groups/sub committees may be established on a standing basis or for a limited time, to function under the same TOR of the MC committee. A Schedule of formed task Groups/ sub committees shall be compiled and submitted with the annual report to the EXCOM using prescribed formats in Appendix 1.

13 AUTHORITY

The Committee has no authority to incur expenditure without prior Council approval.

14 REVIEW OF TERMS OF REFERENCES

The Committee shall review this Terms of Reference in not more than 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 appointed 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
2. Report on membership applications
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

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

Specialization:

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