



INSTITUTION OF ENGINEERS OF KENYA (IEK)

MEMBERSHIP AND MENTORSHIP

COMMITTEE

TERMS OF REFERENCE 2022 – 2024

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AMENDMENT SHEET

Revision No.	Subject of Amendments	Date of Approval
1 st Revision	Cover page; Change of Committee name to read “Membership and Mentorship Committee” 4.0 Functions and Responsibilities- Mentorship 5.0 Membership and Composition-Good standing defined; Chairs of Interview Panels are automatic members of the Committee 6.0 Tenure of Committee (redefined); 7.0 Roles and Responsibilities (inserted); 8.0 Meetings-removal of member (inserted); 9.0 Conflict of Interest (Definition inserted); 13.0 Code of Conduct (inserted); 14.0 Authority redefined; 16.0 Records (inserted)	

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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 and Mentorship Committee. Accordingly, the Council at its 495th meeting held on 28th April 2022 established a committee to be known as Membership and Mentorship 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 and Mentorship Committee (MMC) is to

- Promote growth in membership of all classes;
- Create diverse, inclusive and supportive mentoring relationships from Professional Engineers that fosters the retention and success of members;
- Ensure membership admission standards are maintained and
- 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 and Mentorship Committee (MMC) 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. It will also establish a structured mentorship framework that will facilitate seamless transition of membership class, from Graduate Member to Corporate Member and finally to Fellow.

- 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.
- c) **Strategic Goal 3: Expertise;** Engineering expertise and competence will be founded on a well-designed Continuous Development Program that is tailored to fulfill the needs of all cadres of Engineers in the country. This is central to all the other Strategic goals highlighted above.

4 RESPONSIBILITIES AND FUNCTIONS OF COMMITTEE

The responsibilities and primary functions of this committee are:

- a) Oversee all aspects of the IEK operations related to attraction, retention and cessation of membership;
- b) Make recommendations to the Council concerning policies for membership.
- c) Develop a strategy for IEK to attract and retain members and conduct regular membership drives across the country;
- d) Conduct recruitment of professional assessment panel members, develop an induction program for new panel members and conduct periodic performance reviews of the panels;
- e) Conduct professional assessment and make recommendations to the Council, to approve or reject applications for membership as appropriate;
- f) Conduct periodic surveys to assess satisfaction of members and identify key strategic and operational issues for consideration by the Council;
- g) To periodically review admission framework and requirements for all cadres of members and make recommendation to the Council for approval;
- h) Ensure that the Institution's processes for admitting individual members are effective and comply with relevant requirements.
- i) Ensure that all involved in the membership processes are suitably trained and experienced.
- j) Develop and Implement a mentorship framework for the engineering fraternity that meets the competency demands of the market as well as the specific training needs of all cadres of Engineers and engineering disciplines in the country and the region. The Framework will consist of the Engineering Professional Standards, a CPD policy and a Mentorship

- k) Develop and maintain a pool of competent and seasoned engineers, consultants or other resource persons to participate in administering the mentorship programs;
- l) Develop and implement IEK engineering excellence award scheme and lobby for state awards;
- m) To support IEK Honorary Secretary to maintain an up to date IEK Members register;
- n) To appoint members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- o) To develop Annual Work-plans and budget for the Committee, aligned to IEK's Strategic Plan, for approval by council.

5 MEMBERSHIP AND COMPOSITION

- a) 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. Good standing means a person who has not resigned or has been suspended from membership or registration or had membership or registration revoked at both IEK and EBK or who is not the subject to investigation that could lead to suspension of membership or removal. They shall be fully paid up in terms of subscriptions.
- b) The composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, age, disability, culture or geography.
- c) Chairs of various interviewing panels are automatic members of the Committee
- d) An officer from IEK Secretariat formally appointed by the CEO in writing shall attend all meetings of the Committee and will provide secretarial and logistical support to the Committee. If the appointed officer is not available the CEO shall ensure that there is a temporary replacement to ensure the operations of the Committee proceed in a timely manner.
- e) 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 after election of a new Council and on appointment.

Members of the Committee may serve additional terms to ensure continuity of the work subject to them submitting an Expression of Interest when opportunity to serve is advertised.

7 ROLES AND RESPONSIBILITIES

7.1 CHAIRPERSON

The 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 role of committee chair who works closely with IEK Secretariat and provides leadership to this committee are

- a) Assisting in implementing IEK's strategic direction and plan
- b) Chairing meetings and setting their agenda. In the event that the Chair is absent the Vice chair may chair the meeting.
- c) Reviewing committee minutes and briefing notes,
- d) Developing, monitoring, and delivering on the work plan, with support from Committee members and IEK staff,
- e) Directing committee deliberations that are timely, fair, orderly, thorough, and efficient,
- f) Addressing issues arising with and between committee members
- g) Ensures all committee members have this terms of reference and
- h) Tabling reports of the Committee to the Council for approval

7.2 VICE CHAIR

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

The Vice Chair shall be a council member whose role shall be to:

- a) Assist the Chair with management of the committee
- b) Deputize on behalf of the Chair as required
- c) Perform duties as requested by the Chair, within the scope of the committee's purpose.

7.3 MEMBERS

- a) Collaborate with the Chairperson and Vice Chair to develop an annual plan that contains objectives and activities to be delivered

- b) Undertake the committee's key purposes and keep the committee's office bearers/Chair informed of the progress, seeking the Chair's guidance when appropriate.

8 MEETINGS OF COMMITTEE

- a) The Committee shall meet at least once a month, and more frequently if there any matters of urgency requiring to be addressed.
- b) 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.
- c) 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.
- d) Quorum of a Standing Committee for the purpose of conducting business will than 50% plus one members of the Committee.
- e) 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.
- f) 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.
- g) The Committee may make a recommendation to Council through its chair to remove a member of the Committee for non-attendance at three consecutive meetings unless the member demonstrates to the Committee that the failure to attend was due to particular extenuating circumstances.
- h) All the committee meetings shall be recorded by the secretary of the committee.
- i) 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

- a) 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.
- b) 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.
- c) Members must declare conflicts of interest prior to discussions or at any time a conflict of interest or potential conflict of interest arises.
- d) 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. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting or put the decision to the committee on whether they should absent themselves.

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 CODE OF CONDUCT

All committee members shall abide by the same Code of Conduct as governs the Council found at www.iekenya.org.

14 AUTHORITY

14.1 The committee has authority to:

- a) Organize themselves to complete their responsibilities
- b) Create sub committees, task forces and or working groups to complete tasks within the committee year, within allocated resources, and
- c) Deal directly with stakeholders.

14.2 The committees have no authority to:

- a) Speak on behalf of the CEO, President or Institution of Engineers of Kenya
- b) Change policies or official position statements, without approval of the Council or
- c) Spend or commit funds, other than funds which are specifically allocated and approved by the Council. 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 instant for consideration and 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 RECORDS

The committees and its sub committees and or task forces will:

- a) Develop and maintain an annual work plan with specific deliverables and deadlines;
- b) Maintain written and signed minutes of their meetings and proceedings;
- c) Report quarterly and annually to the Council on the achievement of their assigned responsibilities and any outcomes or actions assigned to it.
- d) Be evaluated on a quarterly basis based on agreed and approved deliverables in the work-plan and as when directed by the Council.

Committee records shall be maintained by the officer from the Secretariat.

17 REPORTING

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

Deliverables/outputs

- a) Annual operations budget and work plan by 31st Dec
- b) Report on membership applications
- c) Any other report, as the Committee deems necessary.

18 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.

APPENDICES

APPENDIX I: SCHEDULE OF WORKING GROUPS SUB-COMMITTEES

Number	Title	Purpose or Scope of Activity

APPENDIX II: 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)