



INSTITUTION OF ENGINEERS OF KENYA (IEK)
WELFARE, DIVERSITY & INCLUSION COMMITTEE
TERMS OF REFERENCE 2020 – 2022

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AMENDMENT SHEET

Revision No.	Subject of Amendments	Date of Approval
1	Clause 7, paragraph 2 expunged and replaced with <i>"The Chairperson shall be nominated in a full council meeting together with the Vice Chair"</i> .	

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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 Welfare, diversity and Inclusion 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 Welfare, diversity and Inclusion Committee (WDIC) is to promote the welfare, diversity and inclusion of membership of all classes, ensure needs of all members are catered for regardless of their race, gender or creed. All IEK activities and campaigns should be inclusive and representing the diversity of the membership and the engineering profession.

Ensure that welfare, diversity and inclusion sits at the heart of the Institution's core values and business ethics and encourage fairness, trust and transparency.

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 Welfare, diversity and Inclusion Committee (WDIC) will contribute towards the achievement of the following strategic goals:

- a) **Strategic Goal 1:** Grow IEK Membership to 20,000 by 2023; through promoting welfare, inclusion and diversity of all members for sustainable and more transparent Institution. (Women, youth, PLWD and minority groups)
- b) **Strategic Goal 2:** Relevance; influence policies that touch on welfare of members and engage policy makers and contribute to society wellbeing through CSR and voluntary programs
- c) **Strategic Goal 4:** Through promotion of international tours for members
- d) **Strategic Goal 5:** Enhance customer service for members

4 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and primary functions of this committee are: -

- i. Come up with strategies to lobby for improved schemes of service for engineers e.g. negotiating engineer's scale of fees with the government;
- ii. Identify and address any perceived barriers within the Institution
- iii. Engage and collaborate with other relevant bodies as appropriate to the objectives of the welfare, diversity and Inclusion Committee, and IEK
- iv. Develop a strategy for IEK to support enterprise development for emerging engineering firms;
- v. Develop and implement social support programs for members
- vi. Design and implement CSR programs through voluntary schemes
- vii. Monitor, identify, collect, publish and promote best practices in diversity and inclusion across the Engineering industry
- viii. Develop and Publish IEK diversity and inclusion policy and guidance document.
- ix. Collaborate with advocates in the area such as disability, gender and ethnicity
- x. To develop Annual Work plans 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 nominated in a full council meeting together with the Vice Chair

8 MEETINGS OF COMMITTEE

The Committee shall meet at least once a month, and more frequently if there are 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 the 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 EXPERTS

Subject to approval of the council, the Committee may request the CEO to engage independent expert disciplines that the council has no local expertise.

12 TASK GROUP/ SUBCOMMITTEE

The Welfare, diversity and Inclusion 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 WDI 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 Appendix1.

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 activities planned and undertaken
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)