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INSTITUTION OF ENGINEERS OF KENYA (IEK)

WOMEN ENGINEERS COMMITTEE

TERMS OF REFERENCE 2022 – 2024

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TABLE OF CONTENTS

1	INTRODUCTION	5
2	PURPOSE	5
3	RELEVANT APPLICABLE STRATEGIC GOALS	6
4	RESPONSIBILITIES AND FUNCTIONS	6
5	MEMBERSHIP AND COMPOSITION	7
6	TENURE OF COMMITTEE	8
7	ROLES AND RESPONSIBILITIES	8
7.1	CHAIRPERSON.....	8
7.2	VICE CHAIR.....	9
7.3	MEMBERS.....	9
8	MEETINGS OF COMMITTEE	9
9	CONFLICT OF INTEREST	10
10	CONFIDENTIALITY AND NON- DISCLOSURE	11
11	INDEPENDENT EXPERT	11
12	TASK GROUP	11
13	SUB-COMMITTEES	11
14	CODE OF CONDUCT	11
15	AUTHORITY	11
16	ADMINISTRATION	12
17	RECORDS	12
18	REPORTING	12
19	REVIEW OF TERMS OF REFERENCES	13
	APPENDICES	14
	Appendix I: Schedule of Working Groups/ Sub-Committees	14
	Appendix II: Committee Nomination Proforma Curriculum Vitae	15
A.1	GENERAL INFORMATION.....	15
A.2	PROFESSIONAL REGISTRATION.....	15
A.3	PROFESSIONAL.....	15
A.4	INVOLVEMENT IN THE PROFESSION.....	16
A.5	KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE.....	16
A.6	ELIGIBILITY CRITERIA:.....	16
	Appendix III - Activities	17

B.1	Annual Workplan.....	17
B.2	Create a Web page for WEC on IEK Website.....	17
B.3	Social Media.....	17
B.4	Women Engineers Summit and other Conferences.....	17
B.5	Resource mobilization to support WEC activities.....	17

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 495th meeting held on 28th April 2022 established a committee to be known as Women Engineers 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 Women Engineers' Committee (WEC) is to empower Women in Engineering by developing their potential in Engineering and Leadership to achieve high levels of professionalism and inclusivity. The Women Engineers Committee is a network of women in Engineering professionals across the Country who will work with the branches to organize networking, mentoring and conferences for women in engineering.

The objectives of the Women Engineers Committee are:

- a) To provide a forum to support women in engineering;
- b) To stimulate women to achieve professional excellence as engineers and leaders;
- c) To enhance the numerical strength of women engineers in Kenya;
- d) To create a platform by which women engineers can collaborate and network with other professionals in Kenya and elsewhere;
- e) To encourage engineering studies and practice among young Kenyan women;
- f) To develop partnerships with organizations to continue developing women engineers;
- g) To strive to increase the number of women engineers in senior positions; and
- h) To create gender awareness for a sustainable and all-inclusive workplace for women engineers.

For the Committee to serve its members and all its stakeholders effectively, it shall regularly consult with the IEK Council and its broad membership to promote and empower women engineers with the aim of positioning 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 WEC 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 developing programs tailored for women in engineering to promote diversity and inclusivity in engineering, more members will be attracted to join the institution.
- b) **Strategic Goal 2: Relevance;** The Committee will organize women engineers conferences and other networking events that are in line with UN SDG 5 of empowering women and achieving gender equality.
- c) **Strategic Goal 3: Promote excellence in engineering;** The Committee will enable attainment of this goal by equipping the women engineers with both technical and soft skills to excel in engineering and technology field.
- d) **Strategic Goal 4: Raise revenue to KShs 600M by 2023;** The Committee will raise revenues from women engineers' events, dinners and conferences in liaison with the Revenue Mobilization Committee. The objective of these events will be to network and learn from outstanding women and speakers who have excelled in engineering and other fields.

4 RESPONSIBILITIES AND FUNCTIONS

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

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- i. To prepare annual program of activities in furtherance of the Committee's objectives. The activities will include:

- Organizing regular networking and social events for women engineers to interact and for personal development;
 - Organizing mentorship events in schools and universities to encourage more women to take up engineering as a profession;
 - Follow up on women engineers preparing for registration;
 - Establish and maintain a database with contacts of women engineers in liaison with IEK Secretariat;
 - Establish social media platforms for communication and networking among women engineers;
 - Pursue opportunities for women engineers in leadership and
 - Create Women Engineers Club.
- ii. To prepare a budget for approval by the Council and establish adequate controls for funds accountability;
 - iii. Seek sponsorships and collaborations with other organizations to undertake the annual program of activities that seeks to empower women;
 - iv. To develop marketing strategies and publicize the upcoming women engineers events; and
 - v. Hold regular monthly meetings and submit reports on its activities to the Council.

5 MEMBERSHIP AND COMPOSITION

The Committee shall comprise of at least 7 members of good standing at the level of Fellow, Corporate, Graduate, and Engineering technician or Engineering Technologist with relevant academic qualification and experience that will enable them contribute optimally to the mandate of the Committee.

All members of WEC shall be in good standing with IEK and EBK. 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. They should have keen interest in women empowerment

The Committee is composed of a maximum of seven members which includes:

- Two Council members: Chair and Vice Chair
- One female Professional Engineer
- One female Engineer from Academia
- Two Graduate female Engineers
- One female Engineering technician or Technologist

An officer from IEK Secretariat appointed in writing 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 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 Corporate Member of the Institution of Engineers of Kenya and an IEK Council Member.

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; and
- 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 quarter and a maximum of six (6) meetings a year. The Committee may hold additional meetings at any other time as shall be decided if there are any matters of urgency requiring to be addressed subject to approval of Ex-com.
- b) Meetings shall be either virtual or physical depending on the circumstances.
- c) 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.

- d) 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.
- e) The quorum of a Standing Committee for the purpose of conducting business will be at least 50% of the members of the Committee plus one member. 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) The Secretary will forward the minutes/circular to the Chairperson of the Committee for approval prior to circulation.
- k) The Secretary will forward the approved minutes/ circular 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 Women Engineers Committee. The Secretariat shall provide information to assist Committee members as appropriate to perform 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 Committee proceedings to anyone whatsoever.

11 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.

12 TASK GROUP

The Women Engineers 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 Women Engineers 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 I.

13 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 I.

14 CODE OF CONDUCT

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

15 AUTHORITY

15.1 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.

15.2 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.

16 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.

17 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.

18 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.

19 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

Member	Title	Purpose or Scope of Activity

Appendix II: Committee Nomination Proforma Curriculum Vitae

A.1 GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

A.2 PROFESSIONAL REGISTRATION

IEK membership number:

Other Professional affiliations:

Academic qualifications and year attained:

Years of experience post-qualification:

A.3 PROFESSIONAL EXPERIENCE Area of Specialization:

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

A.4 INVOLVEMENT IN THE PROFESSION

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

A.5 KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE

(Why you should be appointed)

A.6 ELIGIBILITY CRITERIA:

The applicant must meet the following requirements:

- i. Be a member of IEK in good standing as a professional/consulting engineer, graduate engineer, or engineering technician/technologist
- ii. Demonstrate participation in IEK engineering activities
- iii. Demonstrate participation in women empowerment and leadership activities
- iv. Experience in organizing women empowerment and leadership conferences/ events will be an added advantage

v. Persons with Disabilities are encouraged to apply

Appendix III - Activities

B.1 Annual Workplan

- a) Clearly identify annual goals and activities for WEC
- b) Develop a budget
- c) Develop an implementation plan

B.2 Create a Web page for WEC on IEK Website

- a) Logo
- b) Maintain and update a WEC web page in liaison with IEK CEO and service provider
- c) Meeting minutes and Agendas
- d) Member Contact Information

B.3 Social Media

- a) In line with IEK Communication's policy set up Linked-in, Facebook and Twitter accounts
- b) Post real time information on sites and encourage all to participate

B.4 Women Engineers Summit and other Conferences

- a) Plan and organize the Women Engineers Summit
- b) Plan other events e.g. leadership and networking events
- c) Seek sponsors for specific events such as Women Engineers Summit on annual awards

B.5 Resource mobilization to support WEC activities

- a) Seek sponsorship to cover social networking events
- b) Seek sponsorship to support WEC Summit