



INSTITUTION OF ENGINEERS OF KENYA (IEK)

WOMEN ENGINEERS COMMITTEE TERMS OF REFERENCE 2024 – 2026

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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 Women Engineers 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 Women Engineers Committee is to empower Women in Engineering by developing their potential in Engineering and Leadership to achieve high levels of professionalism and inclusivity.

3. Relevant Strategic Goals and Objectives.

The IEK Women Engineers 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. Follow up on women engineers preparing for registration.
- iii. Pursue opportunities for women engineers in leadership.
- iv. Monitor members' satisfaction levels and gather feedback to continuously improve the membership experience.

b) Attractiveness

- i. Champion gender equality and inclusivity within the engineering profession through advocacy campaigns, policy recommendations, and awareness programs.

- ii. Collaborate with relevant institutions and organizations to address gender disparities and promote equal opportunities for women engineers.
- iii. Enhance publicity, awareness and participation in National conversations through media briefings and CSR.
- iv. Pursue linkages to support global mobility for women engineers.
- v. Advocate for policies and practices that promote gender equality and create a supportive and inclusive environment for women within the engineering profession.

c) Recruitment

- i. Incentivize members to assist in the recruitment of new members e.g through CPD points award.
- ii. 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.
- iii. Facilitate mentorship programs connecting experienced women engineers with emerging professionals to provide guidance and support in career development.
- iv. Organize the Women Engineers Summit.

d) Retention

- i. Organize seminars, workshops, and training programs tailored to the needs of women engineers to enhance their skills, knowledge, and career advancement opportunities.
- ii. Enhance member feedback and communication.
- iii. Create premium services for members including long serving members.
- iv. Highlight and celebrate the achievements and contributions of women engineers through awards, publications, and recognition ceremonies.
- v. Provide networking opportunities, mentorship programs, and leadership development activities specifically tailored to the needs of women engineers through the She -for-she program.
- vi. Develop and implement initiatives to attract and retain women engineers as IEK members, addressing barriers to entry and advancement.

e) Administration

- i. To present quarterly reports to the council regarding the work in progress and communicate any concern or need deemed relevant.
- ii. To create and dissolve sub-committees for undertaking specific tasks in apredetermined time frame as need arises, and to monitor their progress.
- iii. To recommend appointment of members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- iv. 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 up to 11 members. The committee membership will include IEK Fellows, Corporate Members with relevant track record and experience to contribute optimally to the committee's functions. Graduate Engineers, Engineering Technologists and Engineering Technicians shall be co-opted into the committee. All committee members should be in good standing with IEK. 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, 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 Women Engineers 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	
Strategic Goal I: The People-Membership											
Strategic Objective: Enhance IEK as an inclusive, revered and member-driven learned society of the engineering profession											
Increased member Retention	High Priority (short-medium term)										
	Conduct team capacity building through webinars	No of capacity building webinars	0	10	Membership	2	2	2	2	2	2,000
	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
Improved member Benefits	Quick Wins (short term)										
	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
	High Priority (short-medium term)										
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	twitter spaces, tweets, Facebook, LinkedIn	500

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
									LinkedIn		
		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
Long Term											
	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 Academy in Plaza	10,000
		No. of members mentored	1,300 Students	1,110	Learning & Capacity Building			300	360	450	2,000
Quick Wins (short term)											
High Priority (short-medium term)											
Enhanced Attractiveness and value proportion	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

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	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
	Establish and market a clear value proposition for all membership categories including through targeted communication to the different membership groups	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	-
		% 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
	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
Long Term											

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	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 Paper	Round table meetings	Round table meetings	Circular issued	Implementation 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.