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INSTITUTION OF ENGINEERS OF KENYA (IEK)

YOUNG ENGINEERS CHAPTER COMMITTEE

TERMS OF REFERENCE 2022 – 2024

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AMENDMENT SHEET

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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 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 the Young Engineers Chapter (YEC) Committee.

The Committee may establish Task Group/Sub-committees to assist it in the conduct of its business subject to approval by the Council.

2 PURPOSE

The overall purpose of the IEK Young Engineers Chapter (YEC) Committee is to develop and implement programs for Young Engineers, engage Young Engineers on delivery of their initiatives and raise the profile and awareness of Young Engineers in IEK and the Engineering fraternity.

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 develop strategies and programs that will make IEK the Engineering professional institution of choice in Kenya and the region.

3 RELEVANT APPLICABLE STRATEGIC GOALS

The IEK YEC 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;** The committee will support achievement of this goal by engaging Young Engineers in the various membership classes (student, graduate, Engineering Technicians and Technologists and Corporate) for delivery of their initiatives through their participation in IEK committees and functions.
- b) **Strategic Goal 2: Relevance;** The committee will create partnerships and collaborations with other entities as necessary to facilitate delivery of Young Engineers initiatives and implement programs that will promote the status and awareness of Young Engineers in the country.
- c) **Strategic Goal 3: Expertise;** The committee shall organise functions for networking and emerging issues tailored for Young Engineers' initiatives.

4 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and primary functions of the Committee are to;

- i. Design and develop training programs and workshops that aim to promote inclusion of Young Engineers in liaison with the Capacity Building and Leadership committee and Welfare, Diversity and Inclusivity committee;
- ii. Develop and implement an effective mentorship program that enhances the transition rate of Young Engineers through all membership classes in liaison with Membership and Mentorship committee;
- iii. Enhance participation of Young Engineers in the IEK committees and functions;
- iv. Develop and implement strategies for conducting outreach in universities offering engineering degree programs to engage on matters related to industry needs;
- v. Develop and implement strategies for conducting outreach to high schools to encourage students to pursue STEM subjects;
- vi. Appoint members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- vii. Develop Annual Work plans and budget for the committee that shall be aligned to IEK's Strategic Plan for approval by Council;
- viii. Design Young Engineers' Summit and "The President's day with Young Engineers" events in liaison with the events and Functions Committee;
- ix. Liaise closely with other IEK committees where necessary to facilitate the committees programs and activities.

5 MEMBERSHIP AND COMPOSITION

The Committee shall comprise of at most seven (7) members of good standing aged between 18 and 35 years at the level of Corporate or Engineering Technologist or Engineering Technician or Graduate or Student with relevant track record, academic qualification and experience that will enable them contribute optimally to the mandate of the Committee.

Further, the composition of the Committee will reflect as much as possible the diversity objectives of IEK pertaining to engineering discipline, gender, disability and geographical location.

An officer from IEK Secretariat formally assigned 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.

6 TENURE OF COMMITTEE

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

7 CHAIRPERSON

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

In the event that both the Chair and the Vice Chair are absent, the Committee may elect one of the other members of the Committee to chair the meeting.

8 MEETINGS OF COMMITTEE

The Committee shall meet at least once a month and more frequently if there are matters requiring urgent address.

An annual schedule of planned meetings of the Committee shall be prepared and submitted by 31st December of every year. Quarterly reviews and update of the schedule shall be done when necessary or as required by the secretariat. Every effort will be made to co-ordinate with the members to maximize attendance.

The meetings shall be either virtual or in-person depending on the circumstances. 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 unplanned technology-based meeting shall be provided to all members.

The quorum of a Standing Committee for conducting business will be at least 50% of the members of the Committee. 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.

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.

The Secretary of the Committee shall record all the Committee meetings. The Secretary will forward the minutes/circular to the chair of the committee for approval within three (3) days. The

Secretary will forward the approved minutes/ circular to the Hon Secretary for circulation to Council.

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 for removal from the Committee.

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 YEC Committee. The Secretariat shall provide information to assist Committee members as appropriate to perform 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 shall 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 such issue and shall recuse themselves from discussions and or decisions that may involve that conflict.

10 CONFIDENTIALITY AND NON- DISCLOSURE

No member of the YEC committee **SHALL** 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 experts in emerging engineering disciplines where the Council may lack local expertise.

12 TASK GROUP/ SUB-COMMITTEES

The YEC Committee may appoint Task Groups/Sub-committees from within its membership to support the Committee or 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 YEC committee. A

compiled schedule of formed Task Groups/ Sub-committees shall be submitted with the annual report to the Executive Committee using the prescribed format 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 at least once every two years or on need basis. The Committee shall recommend any changes proposed to the Terms of Reference to the IEK Council for approval.

15 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.

16 REPORTING

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

Deliverables/outputs

1. Annual operations budget and work plan by 31st December of every year
2. Report on Committee activities
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 |
|---------------|--------------|-------------------------------------|
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APPENDIX 2. COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE

GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

PROFESSIONAL REGISTRATION

IEK membership number:

EBK membership number:

Other Professional affiliations:

Academic qualifications and year attained:

Years of experience post-qualification:

PROFESSIONAL EXPERIENCE

Area of Specialization:

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