



INSTITUTION OF ENGINEERS OF KENYA

TERMS OF REFERENCE FOR THE WOMEN ENGINEERS CHAPTER

1.0 Background

The Institution of Engineers of Kenya was first established as East African Engineering and Scientific Association in 1945 in Nairobi as a professional and learned body, independent of control by governments and with membership spread in East Africa. Following the break-up of the East African Community in the early 1970's, the functions of the association were transferred to the Institute of Engineers of Kenya (IEK). IEK was registered as a professional/learned and independent body in 1972.

The ideals and objectives of IEK since its formation have been:

1. To represent the diverse interests of all branches of engineering.
2. To promote, encourage and improve the application of engineering to technical and other related practices.
3. To facilitate the exchange of information and ideas on technical and other related matters.
4. To safe-guard the dignity and integrity of the engineering profession and safeguard the standards set to guide the application of engineering knowledge to the solution of problems.
5. To contribute to and set standards for theoretical, practical and management training leading to acceptance to Membership of IEK and registration by the Engineers Board of Kenya (EBK)
6. Commitment to Continuous Professional Development for members of IEK.

IEK provides a range of services to its members including social events, seminars and training, arbitration and technical audit of projects. The functions of IEK are executed through the Council and various committees established by the Council.

The Women Engineers Chapter is one of the committees established by the Council and is the subject of these Terms of Reference.

2.0 Objective of the Women Engineers Chapter

The objectives of the Women Engineers Chapter are:

- (i) To provide a forum to support women engineers;
- (ii) To stimulate women to achieve professional excellence as engineers and leaders;
- (iii) To enhance the numerical strength of women engineers in Kenya;
- (iv) To create a platform by which women engineers can collaborate and network with other professionals in Kenya and elsewhere; and
- (v) To encourage engineering studies and practice among young Kenyan women.

3.0 Tasks

The tasks to be undertaken by the Chapter will include, but not necessarily be limited to the following;

- (i) To prepare annual program of activities in furtherance of the Chapter's objectives. The activities will include:
 - Organising regular social events for women engineers to interact and for personal development,
 - Organising mentorship events in schools and universities to encourage more women to take up engineering as a profession,
 - Mentorship/ follow up on women engineers preparing for registration,
 - establish and maintain a database with contacts of women engineers,
 - establish social media platforms for communication and networking among women engineers,
 - pursue opportunities for women engineers in leadership.

- (ii) To prepare a budget for approval by the Council and establish adequate controls for funds accountability;
- (iii) Seek sponsorships and collaborations with other organisations to undertake the annual program of activities;
- (iv) To develop marketing strategies and publicize the upcoming events;
- (v) Hold regular monthly meetings and submit reports on its activities to the Council;
- (vi) Co-opt members to the Committee as deemed necessary.

4.0 Membership

The Members of the Committee shall comprise:

1. Chairperson nominated by the Council
2. Vice Chairperson nominated by the Council
3. Three ordinary members co-opted to the Chapter.

The Committee will elect a Secretary .

5.0 Conduct

The Committee shall report to the Council of IEK.

The offices of the Committee shall be at the IEK Offices, Top Plaza, Kindaruma Road, Nairobi. The Committee will hold its meetings at the IEK offices or other venues as and when the need arises.

6.0 Deliverables

The outputs to be delivered by the Committee in undertaking its mandate include:

1. Annual workplan and budget;
2. Regular progress briefings and reports on events undertaken;

3. Minutes of meetings.