



National Committee for Women in Engineering Terms of Reference, Roles and Responsibilities February 2010

Terms of Reference

The National Committee for Women in Engineering is responsible for:

- Promoting Women in Engineering and Engineers Australia;
- Representing Women in Engineering through various positions in Engineers Australia at the national level as these arise from time to time (eg. Special Committees, Task Forces etc.);
- Planning the strategic direction for Women in Engineering and ensuring it aligns with the strategic objectives of Engineers Australia;
- Liaising with Engineers Australia National office;
- Managing the programs of the National Committee in accordance with the Women in Engineering Strategic Plan and within the allocated budget.

Members of the National Committee

The National Committee for Women in Engineering is made up of :

- Chair
- Immediate Past Chair
- Division representatives from each Women in Engineering Division Committee.

Division Representatives

The Division Representative is elected by members of the Women in Engineering Division and is a member of the Women in Engineering Division Committee. The **term is for 2 years**. Representatives may seek re-election at the Division level each year, the **maximum term is 8 years**, in accordance with Engineers Australia guidelines for Office Bearers. The Division may determine how the term is to be completed whether a shared role is necessary. However only one representative may attend a meeting and each Division has one vote in any decisions made by the Committee.

The Division Representative **has a dual role**, participating in the Women in Engineering Division Committee as well as the Women in Engineering National Committee. In particular, the Division representative is required to:

- Represent the Women in Engineering Division Committee at the National Committee;
- Attend the meetings of the Women in Engineering National Committee as held
- Report on activities of the Women in Engineering National Committee to the Women in Engineering Division Committee;
- Promote initiatives of the Women in Engineering National Committee and ensure the national strategic plan are aligned and carried out by the Women in Engineering Division Committee;
- Report to the National Committee on Women in Engineering activities at the Division
- Take on a portfolio on the Women in Engineering National Committee and perform the responsibilities of the role.

Roles and Responsibilities of specific positions on the National Committee for Women in Engineering

Chair

The Chair of the National Committee for Women in Engineering is elected for a **term of 2 years**. The Chair may be re-elected, the **maximum term is 8 years** in accordance with Engineers Australia guidelines of Office Bearers. The Chair is not an elected Division representative, this is an appointment by the National Committee for Women in Engineering. The Chair is held by 1 person, a shared role is not permitted.

- Lead strategic planning of WIE
- “Gatekeeper” of WIE NC decision making and publications
- Management of committee operations
- Lead budgeting process
- Contact point for EA; liaison with EA engineering practice
- Represent WIE at EA congress
- Lead committee member succession planning
- Chair committee meetings
- Contact point for external organisations
- Coordination in research programs (when applicable)
- Coordination with WIE NC advisory group
- Selection of college / NCETA reps

Deputy Chair

The Deputy Chair of the National Committee for Women in Engineering is elected for a **term of 2 years**. The Deputy Chair may be re-elected, the **maximum term is 8 years** in accordance with Engineers Australia guidelines of Office Bearers. The Deputy Chair is an elected Division representative (i.e. must concurrently be elected by their Women in Engineering Division to be the National Representative). The position is held by 1 person, a shared role is not permitted.

- Assist in strategic planning of WIE
- Assist in WIE NC decision making and publications
- Assist in budgeting process
- Conduct committee induction training
- Assist in committee member succession planning
- Chair committee meetings, if chair is absent
- Maintain WIE NC key documents

Immediate Past Chair

To ensure continuity at the National Committee, the Immediate Past Chair continues to be a member of the National Committee for Women in Engineering for a **term of 2 years**. The Immediate Past Chair is not an elected Division representative, this is an appointment by the National Committee for Women in Engineering. The position is held by 1 person, a shared role is not permitted.

- Supportive spokesperson for WIE initiatives
- Mentor for WIE committee
- Co-Coordination with WIE NC advisory group
- Assist chair in selecting college / NCETA reps

Women in Engineering National Committee Coordinators

The following portfolio Coordinators for Women in Engineering are elected for a **term of minimum 1 year**. The Coordinators may be re-elected, the **maximum term is 8 years** in accordance with Engineers Australia guidelines of Office Bearers. The Coordinators are preferably elected Division representatives. At situations that portfolios are not filled, College representatives or external members of the National Committee can be nominated to fill the portfolios. Each portfolio is held by 1 person.

Policy Coordinator

- Attend EA engineering practice meetings
- Coordinate policy response / submission
- Assist in strategic planning of WIE

Promotions Coordinator

- Collecting WIE related publications both from EA and external
- Editing & submitting publication articles (Both EA internal & external)
- Liaison with website and facebook coordinators

Website Coordinator

- Maintain website (Minimum once a month upload)
- Upload publications (ongoing)
- Upload event (when required)
- Upload resources (when required)
- Update committee details / profiles (when changes happen)

Facebook Coordinator

- Post WIE events
- Post WIE photos
- Answer or direct questions posted

Scholarship Coordinator

- Coordinator WIE NC lead scholarship program
- Liaise with scholarship sponsors
- Liaise with promotions coordinator to promote scholarship prior and post
- Liaise with chair and deputy chair with selection process

Professional Development Coordinator

- Coordinator WIE NC lead professional development programs with EEA or other co-organising organisations
- Liaise with divisional reps on training promotion
- Liaise with EEA to collate training attendance and feedback
- Planning future professional development needs with EEA

Attraction Program Coordinator

- Maintain / update student CD
- Summaries division roll out of “girl talk” equivalent school programs experiences / good practice
- Answer or redirect school program related questions
- Work with chair and deputy chair on attraction program strategies

Women in Engineering National Committee Structure

