



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

Women in Engineering Representatives to College Boards and to the National Committee for Engineering Associates (NCEAA) and National Committee for Engineering Technologists (NCETA)

The appointment of Women in Engineering (WIE) representatives to each College Board and to the National Committee for Engineering Associates and the National Committee for Engineering Technologists, Engineers Australia is a key initiative of the National Committee for Women in Engineering to foster the involvement and visibility of women in engineering at the national level. This is a leadership role that promotes professional development of women engineers.

The representatives to the College Boards and the National Committees for Engineering Associates and Engineering Technologists are change agents and **who actively promote women in engineering** within their respective College Board or Committee and take on active roles as appropriate.

1. The WIE Representative to each College Board/NCEAA/NCETA is appointed by the National Committee for Women in Engineering.
2. The representatives are appointed from members of Engineers Australia every two years or as vacancies arise, accordance with the guidelines of Engineers Australia.
3. Applications are invited by the National Committee for Women in Engineering on a national basis via e-News, the Division representatives and web site of the National Committee for Women in Engineering.
4. Representatives may seek re-appointment after this period, the maximum period that can be served, in accordance with Engineers Australia guidelines, is 8 years.
5. Applicants are required to submit a brief Curriculum Vitae and indicate how they intend to contribute to the activities of College Board and the initiatives of the National Committee for Women in Engineering.
6. The National Committee for Women in Engineering has a sub-committee comprising the Vice-Chair and the Immediate Past Chair to co-ordinate the selection of representatives.
7. Representatives are selected based on:
 - a. Engineering Qualifications relevant to the College Board/NCEAA/NCETA,
 - b. Experience in the engineering profession,
 - c. Contributions to Engineers Australia and to the engineering profession.
 - d. Representatives who are seeking re-appointment will have to also indicate the contributions they have made to their respective College Board/NCEAA/NCETA.
8. Once selected, the Chair of the National Committee for Women in Engineering will inform the relevant Chair of the College Board/Chair of the NCEAA/NCETA and the Board/Committee administrator.

9. The National Committee for Women in Engineering is keen to provide the opportunity to be a member of the College Board/NCEAA/NCETA to as many women engineers as possible and encourages all women engineers to apply when these positions are advertised.

Representatives are required to:

- Attend the meetings of the relevant College Board/NCEAA/NCETA as held, usually up to 2 face-to-face meetings per calendar year;
- Actively participate in the projects and initiatives of their College Board/NCEAA/NCETA;
- Represent Women in Engineering and in particular the National Committee for Women in Engineering and its goals and initiatives objectives at the College Board/NCEAA/NCETA;
- Report on activities of the College Board/NCEAA/NCETA to the Women in Engineering National Committee, following each meeting of the College Board/NCEAA/NCETA;
- Report on the programs of the National Committee for Women in Engineering to the College Board/NCEAA/NCETA, as appropriate;
- Keep an up to date profile on the web-page of the National Committee for Women in Engineering;
- Attend at least one face-to-face meeting of the National Committee for Women in Engineering.