

Women's Engineering Society Membership Directors' Committee Terms of Reference

1. Background	<p>In early October WES Council attended a workshop to consider their future role within WES and as a result of these discussions a new structure was agreed at the Council Meeting on 19 October 2019. This structure would see WES Council split into five working groups called Directors' Committees (Events, Partners, Membership, Communications and Finance/Governance) that commenced their work in January 2020. A member of staff would be in each working group and they will be led by a Trustee.</p>
2. Objectives	<p>The aim of the Membership Directors' Committee is to support the WES Membership and Volunteers Manager by creating strategies to increase the membership base, increase engagement and retain members in line with the objectives set by the Trustees.</p>
3. Scope	<p>The role of the group is to support the activities of the Membership and Volunteers Manager, increase engagement and grow membership of WES by recruiting new Members and retaining Members by:</p> <ul style="list-style-type: none"> • Reviewing the benefits package to reflect needs of Members, thereby increasing word of mouth recommendation • Increase voice and involvement of new and existing members within WES • Increase reach via more regional cluster activities. • Suggest new benefits • Undertake research to gather member feedback on existing and potential benefits <p>The Membership DC will have oversight of activities from other WES groups focused on membership such as the Diversity & Inclusion Special Interest Group.</p> <p>Members will actively participate in conversations and discussions, collaborate on projects including surveys, analysing results and proposing ideas.</p> <p>Members should support the activities of the Membership and Volunteers Manager as well as taking part in the group's meetings. Members must not take on any additional tasks outside of the scope of the working group without previous agreement with the Trustee and Membership and Volunteers Manager.</p> <p>Consider applications from WES Student Groups and Cluster Co-ordinators for access to a small grant towards an event/project. Recommend whether approval should be given. Manage the budget.</p>

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<h3>4. Procedure</h3>	<p>The Membership Directors' Committee is made up of the WES Membership and Volunteers Manager, at least one and a maximum of two Trustees, and other Members of WES. The maximum number of members who can join the group is eight and does not include the Membership and Volunteers Manager or Trustee(s). The Membership Manager and Chair may decide to add a maximum of two additional members to the group throughout the year if their skills are deemed to be necessary for the group. Their term with the group would end at the end of the year, and at this point they could choose to put themselves forward for election to the group.</p> <p>No quorum is required for meetings, but no decisions are to be taken without the Membership and Volunteers Manager's agreement, although advice can be given to the Membership and Volunteers Manager.</p> <p>Objectives must be set once a year and reviewed annually. They must be deemed achievable using the available resources (taking into account staff time, WES systems and Members' available time)</p> <p>The group must remain focussed on the objectives set, should other ideas for projects be proposed, these should be noted by the secretary for future reference in the Risk and Opportunities Register document (available in the DC's sharepoint.</p> <p>Board members may be asked to step down from the board at the discretion of the Chair for non-attendance at three consecutive meetings or for non-participation in projects.</p> <p>Confidentiality should be observed at all times. Members should be mindful of potential commercially sensitive information received through their position on the DC, therefore members are required to complete a Declaration of Interest form at the beginning of the working year, and members are responsible for keeping this updated should their circumstances change. All forms are filed in the DC's sharepoint. All Members should undertake GDPR training if deemed necessary by the Membership and Volunteers Manager.</p>
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5. Meetings	<p>It is expected that group meetings will take place once every one to three months, but this is flexible to fit in with the calendar of events and needs of the Membership and Volunteers Manager.</p> <p>Where possible, meetings should be conducted virtually to minimise spend on travel, however at least one meeting should be organised in person per year if possible. This meeting could be tied in with an event at which several of the working group are volunteering. Members can claim reasonable and pre-approved travel expenses for attending meetings according to the WES expense policy which can be found online at www.wes.org.uk/policies.</p> <p>One or two meetings a year will be organised for all the Director's Committees to meet up and discussed projects and initiatives.</p>
6. Methods of Communication between members	<p>The main method of communication will be email.</p> <p>Members must be mindful of the way they communicate so that they don't undermine others' opinions and ideas.</p>
7. Roles	<p>The group should be chaired by the Trustee who is part of the group. If there is more than one Trustee in the group, the Trustees should be asked to consider if they would like to chair the group, and if more than one Trustee would like to chair the group an election should be organised by the Membership and Volunteers Manager. The group may also choose to elect a Vice Chair, who can be selected from any members of the group, and who would take on the responsibilities of the Chair if they are unable to make a meeting, require to take a break from the group for a short period of time, or choose to step down from the position.</p> <p>The group may choose to elect a Secretary from the group members, or the secretarial duties (scheduling meetings, collating agenda items, writing and distributing minutes) could be rotated around other members of the group.</p> <p>The creation of a Diversity & Inclusion Special Interest Group (SIG) was decided by the WES Trustees in Nov 2020, with the allocation of a Trustee to lead this initiative. It was identified that the creation of this group would require the support of the Membership DC, therefore its remit has been included as part of the responsibilities of the membership DC.</p>

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<p>8. Composition and Succession</p>	<p>All fully paid up Members of WES are eligible to apply to sit on the Membership Directors' Committee.</p> <p>Elections to the working group should take place in January. Members are elected for a term of 3 years but can choose to step down after 1 or 2 years. Members are encouraged to step down from the group after a maximum of two consecutive terms. At the end of the year, members should be asked if they wish to continue their term or would like to step down from the group. Those who are at the end of their term will need to reapply for a second term.</p> <p>Should any vacancies arise, the group can invite applications from the WES Membership. A formal application form, including the ideal skill set for the working group, should be submitted to enable the Chair and Membership and Volunteers Manager to ascertain the suitability of the WES Member for the role. The application form should include a proposer and a seconder, both WES members. In the event that the applicant cannot find WES members to support their application, the Chair and Membership and Volunteers Manager would get in touch with the WES network to find suitable support.</p> <p>The DC will select 2-3 members to join the staff member and Chair in reviewing the applications and deciding who to fill the vacancies</p>
<p>9. Reporting</p>	<p>It is the Chair's role facilitate reporting of activities between the Board of Trustees and other Director's Committees.</p> <p>A quarterly written report should be submitted to the Trustees. The report should be jointly written by the lead Trustee and staff member, in consultation with the DC's members. The group can decide the type and topics for reports to Trustees. The Trustees will give reasonable notice of when it is required.</p> <p>Reports produced by the DCs could be shared with other DCs however consideration should be given to any conflict of interest that may arise from any of the information being shared, so editing might be required.</p>
<p>10. Code of Conduct</p>	<p>All members should at all times comply with the Code of Conduct for Members found at www.wes.org.uk/policies</p>
<p>11. Review</p>	<p>Date of first edition: 31/03/20 Version number: 2 Date of 2nd edition: 21/01/21 Date of next review: 1/12/2021 This document should be reviewed annually</p>