

Apprentice Board Terms of Reference

<p>1. Background</p>	<ul style="list-style-type: none"> • WES launched the Apprentice Board (AB) in 2020 • The board consists of twelve apprentices in the field of engineering, IT or applied sciences. • To be eligible to sit on the board, members must be over the age of 18, not in full time education and currently undertaking training in line with one of the National Apprenticeship Standards or Apprenticeship Frameworks. • In addition to the 12 appointed board members, the Apprentice Liaison Officer will have a place on the Apprentice Board and have voting rights. • Either the Apprentice Board point of contact on the Early Careers Board (ECB) or the ECB Chair will attend at least one Apprentice Board meeting per year.
<p>2. Objectives</p>	<ul style="list-style-type: none"> • To make WES more accessible to apprentices, to reflect their concerns and priorities and to provide input into WES Trustees and staff, allowing the voices of women apprentices within engineering to be heard • The Apprentice Board will also act as role models for young women considering a career within engineering and applied sciences • The Apprentice Board offers its board members the opportunity for personal, professional and leadership development through board experience and involvement in projects and strategy setting
<p>3. Scope</p>	<ul style="list-style-type: none"> • The Apprentice Board will work with their local clusters to aid development of stronger local groups • The Apprentice Board will work on projects to inspire the next generation of young engineers
<p>4. Meetings</p>	<ul style="list-style-type: none"> • Meetings will take place quarterly • It is expected that board members attend at least two meeting per year in person, other meetings can be attended via Skype • There is an expectation that no board member should miss two consecutive meetings • Board members may be asked to step down from the Apprentice Board at the discretion of the chair for non-attendance at two consecutive meetings or for non-participation in board projects • All board members should produce reports in advance of meetings to report on their activities over the previous 3 months • The board should send agenda items to the Chair, who will collate them and send the agenda in advance of the meeting • Board members should ideally have the full support of their companies to attend these meetings, and, if possible, companies should also fund travel expenses • If possible, companies are asked to host one meeting of the board

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<p>5. Succession</p>	<ul style="list-style-type: none"> • There is no maximum term for Members of the Apprentice Board • Once a year, board members will review their place on the board and decide whether to remain on the Apprentice Board. Members may decide to volunteer in a different area of WES such as the Working Groups. They may also nominate themselves to be a Trustee • Board members may remain on the board for the duration of the year in which they complete their apprenticeship scheme, but are expected to stand down in the first full year that they are no longer an apprentice. • At this point all members of the Apprentice Board will have the opportunity to put themselves forward to chair the board for a one-year term. The maximum term for a chair is 2 years
<p>6. Relationships within WES</p>	<ul style="list-style-type: none"> • The Apprentice Board’s main point of contact in WES will be the Membership and Volunteers Manager. • The Membership and Volunteers Manager will attend Apprentice Board meetings, either in person or via Skype • The Apprentice Board Chair should produce a quarterly report of all Apprentice Board activity for WES Trustees meetings • If financial support is required, proposals should be presented to the WES Membership and Volunteers Manger for presentation to the appropriate person for approval. • One member of the ECB will be appointed by the ECB Chair as the Apprentice Board point of contact. • Once a year the ECB will coordinate a day when the ECB, the UGB, and the Apprentice Board all have their quarterly meetings in one location to provide networking between the three boards. • All Members of the APB must be fully paid up Members of WES
<p>7. Code of Conduct</p>	<ul style="list-style-type: none"> • All Members of the APB must adhere to the Code of Conduct for Members of WES as found at www.wes.org.uk/policies
<p>8. Review</p>	<ul style="list-style-type: none"> • Date of first edition: April 2020 • This version: April 2021 • Date of next review: April 2023 <p>This document should be reviewed every three years</p>