



## CCF SA Women in Civil Sub Committee TERMS OF REFERENCE

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### **Mission Statement**

The Committee is to have a positive and aspirational focus on Women in the Civil Construction Industry, embodied by celebrating the contribution of women, from workers on the ground to leadership and management. We want to acknowledge their achievements and encourage women to join the industry. Activities designed to meet these obligations include providing support, mentoring, information, and networking opportunities for women working across the Civil Construction Industry.

### **Committee Goals & Responsibilities**

The goals, objectives and responsibilities of the Women In Civil Committee include:

- Ensuring there are sufficient members on the Committee to properly represent the views and aspirations of women working within the industry.
- Offering constructive comments and advice to the CCF SA on issues affecting women in civil, including dissemination of information or advice deemed to be beneficial to women in the industry and highlighting issues and information of interest or concern to women working in civil that ought to be brought to the attention of the CCF SA Chief Executive.
- Suggesting new initiatives and networking opportunities to improve attendance at Women In Civil events. (Consultation will be done via the Member Relations or Events Manager.)
- Organise events and activities through CCF Events Manager to benefit women working in civil and the men who support and encourage them.
- The Committee will collaborate with CCF SA staff and Executive to ensure CCF SA approval and Committee approval is agreed upon for all activities.
- No member of the Committee shall place on the agenda any item that is specifically intended to solicit business for their own personal or company's gain.
- Identifying opportunities to improve or enhance women's knowledge and involvement in industry matters.
- Each member should actively be involved in sourcing donations towards events (to be coordinated through the Events Manager).
- Each member should actively be involved in sourcing new Women In Civil group members for the committee (if required).

### **Membership**

Membership of the Committee will be drawn from Full Contracting Members or Associate Members. There will be a maximum of 10ten committee members.

### **Attendance**

All committee members are expected to attend the majority of meetings. If a committee member is absent for two consecutive meetings without first notifying the chair of their absence, or if a committee member is absent for three consecutive meetings having notified the chair of their absence no later than 24 hours prior, that committee member is in breach of their obligations and is liable to be removed from the committee. The chairperson will discuss the circumstances with the committee member. If no resolution can be made, the committee member will stand down from their position.

When any person has resigned from the committee, the committee will promptly initiate a process to recruit a new committee member. The person whose committee membership has ended shall retain the right to volunteer again during future recruitment for committee member/s.

Prolonged absences due to extenuating circumstances can be discussed with the chairperson and suitable arrangements negotiated to suit. Where meetings are set at the most suitable time for the majority of committee members, those who give notice at the time of responding to the meeting date request will not be penalised.

### **Meetings**

- Generally, the Committee will meet every four to six weeks.
- The Committee Chairperson will convene and chair the meetings.
- Except with unanimous approval of those in attendance, meetings should be limited to a maximum length of one hour.
- Generally, meetings will be conducted in a similar manner to Board Meetings.
- CCF SA will host meetings.
- A non-member may attend meetings for the purpose of taking the minutes or as an observer with the approval of the Committee Chairperson. .
- Wherever possible a representative from the CCF SA office will be present at meetings.
- In the absence of the Chairperson and Deputy Chairperson, those present will determine who will Chair the meeting.

### **Authority**

- All events, functions and related expenditure must be pre-approved by the CCF SA Chief Executive Officer.
- Lobbying and advocacy efforts must be pre-approved by the CCF SA Chief Executive.
- Contact with the media must be pre-approved by the CCF SA Chief Executive.
- Committee members are encouraged to promote the Committee through relevant social media platforms with the intention of positively promoting its events and activities.

### **Events**

The Committee will propose ideas to the CCF SA Executive for theme, location, date and speakers subject to final approval by CCF SA, with the Events Manager coordinating runsheets etc.

The Committee should provide their requests / ideas for functions a minimum of one function ahead, to give the CCF SA representative enough time to source quotations and availabilities and allow time for thorough consultation between the CCF SA Chief Executive and the Committee members. The Committee will attempt to hold a yearly forward planning meeting to decide upon event requests and other activities for the upcoming calendar year.

The yearly events will include the following as a minimum:

- High Tea
- Combined Next Gen Committee function
- Festive Luncheon

### **Speakers**

Sponsors of events are to be invited to make a short speech about their products or services. Additional event speakers are to be selected ideally based on the following criteria wherever possible:

- Members, staff and associates of the CCF SA.
- Industry leaders within Civil Construction and related industries, with a focus on women.
- Inspirational female speakers regarding leadership, success and perseverance.
- Speakers are not to be 'sales pitches' promoting products or services and should provide information and inspiration only.

- Speakers will not focus on social issues.
- All speakers will have a positive and uplifting theme and will avoid adversities and negative topics.

CCF SA Chief Executive has final approval of all speaker choices and will provide clear feedback to the WIC Committee for future guidance and selections.

### **Reporting**

The minutes of each meeting of the Committee will be provided via email and Slack within one week of the meeting, and the agenda for the next meeting approximately one day prior, by an appointed member of the CCF SA Women In Civil Committee. The agenda and minutes of each Committee meeting will be prepared by or under the direction of the Chairperson.

The Committee Chairperson reports to and is accountable to the CCF SA Chief Executive for all matters relating to the conduct of the Committee.

### **Office Holders**

The Committee's office holders will be voted in by the Committee, or if there is no properly constituted Committee, the Chief Executive Officer of CCF SA may appoint any positions.

All Committee office positions will be appointed for a one-year term, after which time the Committee can conduct a secret ballot to appoint new positions at an AGM style meeting. All positions may be re-elected for further terms, if agreed by the majority of the committee.

### **Chairperson**

The Chairperson's responsibilities may include but are not limited to:

- Running Committee meetings and ensuring all Committee members' voices and opinions are heard equally.
- Introducing the Committee and speakers at Women In Civil events.
- Writing an update of the Committee for the CCF SA Industry Magazine publication.
- Leading and representing the Committee's voice in any discussions with the CCF SA Chief Executive.

### **Deputy Chairperson**

The Deputy Chairperson will stand in for the Chairperson when they are unavailable for all the above-mentioned duties.

### **Secretary**

The Secretary responsibilities may include but are not limited to:

- Recording and issuing meeting minutes and agendas.
- Recording and maintaining attendee databases from business card draws and ticket purchases.
- Ensuring copies of agendas and other documentation are available at each meeting.

### **Communications**

Communications responsibilities may include but are not limited to:

- Sourcing appropriate and relevant information and content to be considered for inclusion in CCF SA publications such as the website, e-newsletter and magazine.
- Proof reading and editing any appropriate documentation.

### **Events**

Events responsibilities may include but are not limited to:

- Providing support to the CCF SA Committee representative on any aspect of the Committee's events and functions, as requested.

### ***Membership / Recruitment***

Membership and Recruitment responsibilities may include but are not limited to:

- Recruiting new members to the Women In Civil group.

### ***Research***

Research responsibilities may include but are not limited to:

- Providing updates on topics and information regarding relevant matters to the Committee for group discussion.
- Reviewing and collating data into appropriate formats from surveys and other relevant feedback.

### ***Education***

Education responsibilities may include but are not limited to:

- Organising and coordinating training and workshops through the CCF regarding matters of interest to women in civil.
- Coordinating education in the wider community of the possible careers for women in civil.

### ***Speaker Engagement***

Speaker Engagement responsibilities may include but are not limited to:

- Consulting with the Women in Civil Committee members regarding contact and liaison with possible relevant and appropriate speakers for events.

In the instance that there are no volunteers for a position, that role can either not be filled for the year term (with the exception of Chairperson) or alternatively, a committee member can hold more than one position if they so wish.

### ***Review***

A review of the structure, composition and effectiveness of the Committee will be undertaken by the Committee annually in an AGM style meeting to ensure its objectives are being met and there is a true benefit to women working in civil. A similar review can be conducted by the CCF SA at any time, with feedback of this review given to the Committee to ensure goals are being met and both the CCF SA Executive team and the Committee agree on the Committee's focus.

The continuation of the Committee or any Office Holder and changes to its Charter shall be entirely at the discretion of the CCF SA Chief Executive Officer.