



CCF SA Women in Civil Committee TERMS OF REFERENCE

Mission Statement

The Committee is to have a positive and aspirational focus on Women in the Civil Construction Industry, embodied by celebrating women in the industry, from workers on the ground to leadership and management. We want to celebrate their achievements and contributions to the industry, and also to encourage women to join the industry. Activities designed to meet their obligations include 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 the civil industry in South Australia. To disseminate any information or advice deemed to be beneficial to women in the industry and highlight 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 Officer.
- Suggesting new initiatives and networking opportunities to improve attendance at Women in Civil events. (Consultation will be done via the Director – Industry Engagement)
- Organise events and activities through CCF Events Manager of benefit to women working in civil and the men who support and encourage them.
- The Committee will collaborate with CCF SA staff on all activities and ensure executive 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.
- To identify 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).
- Each Member shall be actively involved in promoting and assist in furtherance of the Committees goals and responsibilities and attend as many event run by the Committee as is reasonably possible.

Membership

Membership of the Committee will be drawn from Full Contracting Members or Associate Members. There will be a maximum of 23 (twenty-three) Committee members.

Enquiries to join the Committee will be directed to the Chairperson through completion of the member application form.

The member application form requires potential Committee members to reference (where applicable the role they are applying for), the skills they can offer and confirmation that they agree to the WIC Terms of Reference and the CCF SA Code of Conduct.

This will then be shared with existing members of the Committee who will then advise if they support the application. A majority of over 50% of the Committee is required to accept an application for it to proceed.

Resignation

Any member of the Committee that wishes to resign as a member of the Committee is to do so to the Chairperson in writing.

The Chairperson will advise all other members of the Committee of any resignation from the Committee as soon as they are able to. There is no need for the Chairperson to wait until a scheduled meeting to do this and they may do so by email communication.

The Chairperson, through consultation with the Committee, will decide if a gratuity or gift for the resigning member of the Committee is appropriate and what, if anything, it is to be.

Meetings

- Generally, the Committee will meet every 4 to 6 weeks.
- The Committee Chairperson will convene and chair the meetings. If the Chairperson is not available to chair the meetings then the Deputy Chairperson will chair the meeting.
- An annual planning meeting will take place at the start of the calendar year.
- Except with unanimous approval of those in attendance, meetings should be limited to a maximum length of 1 hour.
- Generally, meetings will be conducted in a similar manner to Board Meetings and can be held in an online forum if directed by the Chairperson
- . The venue for the meetings will be decided by the Committee from time to time.
- 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 at the meeting 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 Officer.
- Committee members are encouraged to promote the Committee through relevant social media platforms with the intention of positively promoting the Committee and its events and activities.

Events

The Committee will propose ideas to the CCF SA Executive for theme, location, date and speakers for final approval by CCF SA, and the Events Manager is to manage run sheets etc. Committee members should not enter or receive prizes from Women in Civil events.

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 also allow time for throughout consultation between both the CCF SA Chief Executive and the Committee Members. The Committee will attempt to hold a yearly forward planning meeting to decide upon the event requests and other activities for the upcoming calendar year.

The yearly events will include the following as a minimum:

- High Tea
- Combined Future in Civil 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 the 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' or promoting products or services and should be providing information and inspiration only.
- Speakers will not focus on social issues.
- All speakers will have a positive and uplifting theme and will lean away from adversities and negative topics.

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

Reporting

The Minutes of each meeting of the Committee will be provided via email 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 1 year term, after which time the Committee can conduct a secret ballot to appoint new positions at an annual AGM style meeting. All positions may be re-elected for further terms if agreed by the majority of the Committee.

Chairperson

The Chairpersons 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.
- Lead and represent the Committees voice with any discussions with the CCF SA Chief Executive.

Vice 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:

- Record and issue meeting minutes and agendas accordingly.
- Record and maintain attendee databases from business card draws and ticket purchases.
- Ensuring copies of agendas and other documentation are available at each meeting.

Communications

Communications are responsibilities may include but are not limited to:

- Article topic ideas (creating, and/or collating).
- Writing articles or ensuring articles are written.
- Ensuring articles are shared on the WIC social media pages.

- Meeting with the 'communications – social media' and 'article' member at CCF to discuss best approaches.
- Setting up the social media calendars and preparation of a monthly schedule of social media post and provide it to the CCF member for scheduling by the 21st of each calendar month.

Brainstorming new ideas to engage women in the industry and drive traffic to social media pages and events

Events

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

- Planning and investigating event options
- Providing support to the CCF SA Committee representative on any aspect of the Committees' events and functions as requested.

Research

Research responsibilities may include but are not limited to:

- Provide updates on topics and information regarding relevant matters to the Committee for group discussion.
- Review and collate data into appropriate formats from surveys and other relevant feedback.
- Investigating what is going on in the industry and socially for women in civil construction.
- Suggest research topic ideas / suggestions to the committee and conduct surveys and collage results.
- Research options and opportunities for the committee.

Education

Education responsibilities may include but are not limited to:

- Organising and coordinating training and workshops through the CCF regarding matters of interest to the Women in Civil.
- Coordinating education of the wider community of the possible careers for Women in Civil in schools etc.
- Working with CCF on how to help educate women on the civil industry.
- Assisting and mentoring relevant CCF personal with school Career days support.

Treasurer

- Take committee meeting minutes
- Store and issue relevant documentation and issue to relevant committee members.
- Monitoring WIC's budget (details TBC) with relevant CCF representative.
- Assisting other WIC members with where funds could be spent.

In the instance that there are no volunteers for positions, that role can be either not 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 to ensure its objectives are being met and that there is a true benefit to women working in civil in an AGM style meeting. A similar review can be conducted by the CCF SA at any time, with feedback of this review will be given to the Committee to ensure Committees' goals are being met and both the CCF SA Executive team and Committee are in agreeance to the Committee 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.