



THE UNIVERSITY
of ADELAIDE

Alumni Relations Women in STEM Alumni Network Terms of Reference

Women in STEM Terms of Reference

University Faculty: Faculty of Engineering, Computer and Mathematical Sciences

University Area: Science, Technology, Engineering, Mathematics & Architecture

Alumni Network: Women in STEM Alumni Network

Introduction Statement:

The Women in STEM alumni network (WiSAM) aims to develop and foster a supportive, diverse and inspiring community for its graduates through engagement, peer mentoring, personal and professional development and support for the next generation of Women in STEM.

Objectives

- a) Create, develop and foster an inclusive Women in STEM graduate community;
- b) Encourage ongoing professional development and self-development of Women in STEM alumni through the provision of events and workshops;
- c) Facilitate access to networks and events which empower Women in STEM to achieve their career goals
- d) Promote mentoring opportunities and provide guidance, careers and professional advice for alumni and students
- e) Increase awareness, participation and drive sponsorship opportunities for industry to be involved in the Women in STEM Careers (WiSC) program and the broader diversity and inclusion activities of the University of Adelaide.
- f) Advocate for and represent the broader Women in STEM alumni community of the University of Adelaide

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- g) Provide a community to support Women in STEM alumni in the workplace and contribute to and influence change in industry and research towards a more diverse and inclusive workforce for women.

Governance

The Executive Committee, comprising up to a maximum of:

- a) 12 representatives:

President

Deputy President

Secretary

9 named Committee members, including:

Outreach Officer

Events Officer (X2)

Membership Officer

Marketing Officer

Ordinary Committee Member

- b) The ex-officio member of the Faculty of Engineering, Computer and Mathematical Sciences (ECMS) as appointed by the Executive Dean of ECMS
- c) Ex-officio member, Faculty of Engineering, Computer and Mathematical Sciences (ECMS) Alumni Relations Officer
- d) Quorum – 50% of the Executive Committee, one of which must be the Chair or Deputy Chair
- e) Term of tenure – Two (2), plus two (2) years, maximum 4 continuous years for any one member (*in the case of the inaugural committee, up to a maximum of 50% of the Executive members initial terms will be 3 years*). Committee members who have previously served can re-apply in the future after a 2 year absence.
- f) Only 50% of Executive committee members will vacate their position at any one time
- g) A general call for nominations from the wider WiSAN community to fill upcoming vacant positions will be made 8 weeks prior to positions being vacated
- h) Year in Review ‘special committee meeting’ will be held annually

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- i) Where possible the committee should comprise of at least 2 members which have graduated within the last 10 years, and at least 2 members who have been in industry for at least 20 years, with the exception of the inaugural committee.

Role

The role of the Committee members includes the following:

- a) Work collaboratively as a member of the Committee for the mutual benefit of the Women in STEM Alumni Network, The Women in STEM Careers (WiSC) program, the Faculty of Engineering, Computer and Mathematical Sciences, Faculty of Health and Medical Sciences, Faculty of Sciences and the University of Adelaide.
- b) Ensure the objectives of the Women in STEM Alumni Network are met
- c) Attendance at Committee meetings as agreed by the committee (*Executive Committee members can only be absent from a MAXIMUM of 3 committee meeting within a 12 month period. If a member misses more than 3 committee meetings without registering adequate reasoning for their absence prior to any meeting, that member may be asked to step down from the committee.*)
- d) Attendance of the Network's strategic planning workshop, held annually.

Membership

Membership of the Women in STEM Alumni Network is comprised of the following:

- a) Graduates from the Faculties of:
 - a. Engineering, Computer and Mathematical Sciences
 - b. Sciences
 - c. Health and Medical Sciences (*ONLY: Bachelor of Health and Medical Sciences and Bachelor of Health and Medical Sciences (Advanced)*)
- b) Other persons, who in the opinion of the Committee should be accepted as an honorary member on the basis of relevant or equivalent qualifications, who can add value to the network. Honorary membership will be reviewed on a 12 month basis.
- c) The Chancellor and Vice-Chancellor and President are ex-officio members of all Committees of Council and the Vice-Chancellor and President is an ex-officio member of all Committees of the University.
- d) The Executive Dean of the Faculty of Engineering, Computer and Mathematical Sciences is an ex-officio member of the Women in STEM Alumni network

Further information

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