

Alumni Relations Women in STEM Alumni Network

Terms of Reference

University Faculty: Faculty of Sciences, Engineering and Technology

Alumni Network: Women in STEM Alumni Network (WiSAN)

Introduction Statement:

The Women in STEM Alumni Network (WiSAN) 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 Women in STEM.

1. 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.
- 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 in STEM in their final year of their Postgraduate program ONLY IF they have completed an Undergraduate STEM program.
- 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.
- g) Provide a community to support Women in STEM alumni in the workplace and contribute to and influence change in industry, academic learning, and research towards a more diverse and inclusive workforce for women.
- h) Provide opportunities for STEM graduates to continue their connection with the University of Adelaide through Mentoring Programs and social events.

- i) Promote WiSAN events and Women in STEM related events, learning and professional development programs via our social media platform to reconnect with 'missing alumni' and generate income.

2. Governance

- a) The Committee, comprising up to a maximum of twelve representatives:
 - Executive committee (maximum of four members), including:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Eight named Committee members, including:
 - Strategic Planning Officer (X1)
 - Events Officer (X2)
 - Social Media Officer (X2)
 - General Committee Member (X3)
 - The ex-officio member of the Faculty of Sciences, Engineering, and Technology (SET) as appointed by the Executive Dean of SET.
 - Ex-officio member, Faculty of SET Alumni Relations Coordinator
- b) Meeting attendance should include 50% of the Executive Committee, one of which must be the Chair or Deputy Chair.
- c) Term of tenure – Two, plus two years, maximum four 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 three years*). Committee members who have previously served can re-apply in the future after a two-year absence.
- d) Only 50% of Executive committee members will vacate their position at any one time.
- e) A periodical call for nominations from the wider WiSAN community to fill upcoming vacant positions will be made eight weeks prior to positions being vacated. General members may apply for and/or be internally appointed with an Executive member position upon the unanimous agreement of the Executive members.
- f) Where possible the committee should comprise of at least two members which have graduated within the last ten years, and at least two members who have been in industry, academia, and research for at least twenty years, except for the inaugural committee.

3. 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 Sciences, Engineering and Technology, and the University of Adelaide.
- b) Endeavour to achieve the objectives of the Women in STEM Alumni Network.
- c) Attendance at Monthly Committee meetings and organised events as agreed by the committee. All committee members need to notify one of Executive committee members via Teams if they are an

apology for the forthcoming meeting in advance. *All Committee members can only be absent from a MAXIMUM of 3 committee meeting within a 12-month period. If a member misses more than three 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) Act as an advocate and ambassador for the University and Women in STEM and conduct affairs lawfully, without discrimination or prejudice to further the purposes of the University of Adelaide and Alumni.

4. Membership

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

- a) Graduates or Final year of Postgraduate students with a STEM Bachelor degree from the Faculties of:
 - o Sciences, Engineering, and Technology (SET)
 - o Health and Medical Sciences (ONLY the following six degrees: B Health & Med Sc, B Health & Med Sc (Adv), B Health & Med Sc (Hons), B Health Sc, B Health Sc (Adv), B Health Sc (Hons))
- b) Other persons, who in the agreement 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 Sciences, Engineering and Technology and is an ex-officio member of the Women in STEM Alumni network.

Further information

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