

# EAIT Women's Working Group - Terms of Reference

The Faculty of Engineering, Architecture and Information Technology Women's Working Group was established to promote professional interactions and career development for women in the Faculty. The group is open to all academic women, and we hold this to include transwomen, non-binary people, and cisgendered women. The Group provides members an opportunity to network, advocate, inspire and learn. The Group's primary functions are to:

- Lead initiatives to improve the representation of women in EAIT on behalf of the Faculty Equity, Diversity and Inclusion (EDI) Committee;
- Foster networking, mentoring and cross-faculty connections through a range of events, culture of inclusion and spirit of collegiality;
- Amplify the exchange of knowledge and experiences on career and promotion strategies and capability building through the provision of shared experience and guest speakers;
- Increase visibility of women academics as positive role models for others, including future and current students within the Faculty.

## Structure and Membership

- Representatives will be sought from each school/centre in the faculty, with a mix of academic and professional staff.
- The chair of the group will also be a member of the Faculty EDI Committee and be responsible for reporting back to that committee.
- An annual Expression of Interest call will be made to seek members, who will be expected to commit to their roles for a minimum period of 12 months.
- A chair will be appointed to lead the Group. The Chair's appointment will initially be for one year with an option to renew for a second term. The Chair position will be determined by an open call to all members.

The members of the Working Group will:

- Champion the network within and beyond the Faculty.
- Provide input and support to advance the Group's goal.
- Contribute their experience, skills and interests to facilitate the Group's self-sustaining activities.
- Participate in discussions on the status of the Group's activities and value (conducting ongoing 'health checks').
- Attend scheduled operational meetings.
- Commit to engaging with the [SAGE principles](#).

## Reporting and responsibilities

- The Group will report to the Faculty EDI Committee on group activities and initiatives, either verbally or in writing, and the chair (or other EDI committee members) will communicate the views of the EDI committee to the Group.
- The Group will be responsible for organising:
  - Activities which recognise relevant Days of Significance.
  - Regular activities through the Academic Women's Network.
  - Other activities which facilitate the aims of the Group