

ACEC-Ontario Women's Network

Terms of Reference

Fall 2024

Purpose

The purpose of the Women's Network is to connect employees of ACEC-Ontario member companies and other allies to discuss common trends and barriers that women experience within the consulting engineering industry. The network will allow for the exchange of ideas, and experiences by members. Specifically, this Network has a particular focus on addressing the high rate of attrition and recruitment barriers for women in the consulting engineering industry.

Objective

The objective of the network is to provide a collaborative environment to discuss topics, trends, and opportunities for women in the consulting engineering industry.

The Network will work to support industry capacity to address barriers and create opportunities for women in the industry. The Network will establish and maintain diverse stakeholder partnerships and contribute to the association's advocacy initiatives.

A work plan will be developed, which will include target dates and planned timelines of goals and activities. The work plan items, and associated timelines will be subject to operational needs and pressures and are subject to change.

Governance and Membership

The Network will have a Chair and Vice Chair. These positions will be filled by individuals from ACEC-Ontario member companies. Other positions may be created if the need arises.

To assist in broadening the Network's coalition, Guest positions will also be available to individuals who have experience in the consulting engineering industry and/or are involved in work that supports the purpose of the Network. Guest seats must not comprise the majority of Network participants and Guests will not have voting rights.

Only Members from ACEC-Ontario member companies have voting rights. Any ties will be broken by the Chair or their designate. Voting can only occur if quorum is met (51% or more of Network Members eligible to vote are present at a meeting).

Meeting Frequency

The Network will meet monthly, with the exception of the summer months. One meeting will be held within the two-month span of July and August. Ad-hoc meetings may be scheduled, as deemed necessary.

Meeting Format

Meetings will predominantly occur in virtual format. Meeting invitations and dial-in information will be organized by ACEC-Ontario Engagement staff. In-person or hybrid meetings can be scheduled as requested.

Meeting Agenda & Materials

Meeting agenda will be set in advance of each meeting by the Network Chair, Vice Chair, and ACEC-Ontario staff. ACEC-Ontario will distribute meeting invitations and meeting materials.

Meeting minutes will be completed by the Vice Chair, or an alternate delegate.

ACEC-Ontario will create and manage a SharePoint channel for the Network where all regular Network Members will be provided access. This channel will act as a library for all final meeting documents, including agendas, approved minutes, and other materials.