

POSITION TITLE: Women in Engineering Chair (WIEC)

TERM: Nominated Position. Confirmed at the start of each year

APPROVED: 01 JULY 2019

DATE OF LAST REVISION: N/A

Outline

The WIEC is responsible for supporting female members, providing opportunity for networking, and helping members of all genders appreciate the importance and highlight opportunities of WIE within the section and IEEE. Of importance is providing a network of support and forming a strong community. The WIEC will form and lead a team of other WIE members for outreach and supporting roles.

ACTIVITIES

January

- Develop a budget and plan for WIE
- Confirm supporting WIE members

February

- Submit budget and plan to the February Section meeting
- Submit plan/outreach article to the Circuit editor

March

- Identify opportunities across the student branch network to hold joint WIE activities

May

- Hold a WIE networking night

June

- Submit an article to the Circuit editor (highlights, achievements, recent trends, past/future event information, research in the field etc.)
- Organise a WIE activity for the annual UNITE event
- Make considerations for WIE AGM and succession planning

August

- Attend UNITE

September

- Submit an article to the Circuit editor (for options see June)
- Hold a WIE networking night

October

- Prepare a report for the Section AGM
- Send an email to the Section Executive confirming if you would like to continue the position into the following year

November

- Attend the Section AGM and hold a WIE AGM