

# NECA Tasmania Women in Advisory Group Charter

## 1. Purpose

The NECA Tasmania Women in Advisory Group (WAG) is established to provide strategic advice, advocate for, and promote the interests and advancement of women within the electrical and communications industry in Tasmania. The group aims to create a supportive environment, drive gender diversity, and empower women to achieve their full potential.

## 2. Objectives

The primary objectives of the Women in Advisory Group are to:

- **Provide a Voice:** Represent the interests and concerns of women in industry discussions and decision-making processes.
- **Advocate for Gender Diversity:** Promote policies and practices that support gender diversity and inclusion within the industry.
- **Support Career Development:** Facilitate mentorship, training, and professional development opportunities for women.
- **Raise Awareness:** Increase awareness of the challenges and opportunities for women in the electrical and communications industry.
- **Networking Opportunities:** Create networking opportunities to connect women across the industry.

## 3. Governance Structure

### 3.1 Membership

**Composition:** The WAG will consist of 11 members representing various segments of the industry, including but not limited to, electrical contractors, educators, and industry leaders. There will always be 2 apprentice spots which must be filled by apprentices in training. Once an apprentice has finished their apprenticeship, they will need to reapply as an electrician.

**Eligibility:** Membership is open to individuals who are committed to the objectives of the group and are members of NECA Tasmania, apprentices, business partners or invited by NECA Tasmania due to their industry involvement.

**Term:** Members will serve a term of two years, with the possibility of reappointment.

### 3.2 Leadership

**Chairperson:** The group will elect a chairperson who will lead meetings, represent the group, and ensure the objectives are met.

**Deputy Chairperson:** A Deputy Chairperson will support the Chairperson and step in when the Chairperson is unavailable.

**Secretary:** The Secretary will be responsible for meeting minutes, communications, and maintaining records.

### 3.3 Meetings

**Frequency:** The group will meet quarterly or as needed, either face-to-face or virtually.

**Quorum:** A quorum for meetings will be a simple majority of members.

**Secretary:** Decisions will be made by consensus or a majority vote when necessary.

## 4. Roles and Responsibilities

### 4.1 Chairperson

- Lead and facilitate meetings.
- Represent the group in external communications and events.
- Ensure the group remains focused on its objectives.

### 4.2 Deputy Chairperson

- Support the Chairperson in their duties.
- Assume the Chairperson's responsibilities in their absence.

### 4.3 Secretary

- Record and distribute meeting minutes.
- Manage communications and maintain records.
- Coordinate meeting schedules and logistics.
- The role will be held by a NECA employee.

### 4.4 Members

- Attend meetings.
- Actively participate in discussions and initiatives.
- Advocate for the group's objectives within their networks.

## 5. Operational Guidelines

### 5.1 Code of Conduct

- Members are expected to act with integrity, respect, and professionalism.
- Confidentiality of sensitive discussions must be maintained.

### 5.2 Reporting

- The group will provide regular updates and reports to the NECA Tasmania Board.
- Annual reports will be prepared to summarise activities, achievements, and future goals.
- Reports will be compiled and submitted on behalf of the group by a NECA representative

### 5.3 Subcommittees

- The group may establish subcommittees to focus on specific areas such as mentorship, events, or policy development.
- Subcommittees will report back to the main group with their findings and recommendations.

## 6. Review and Amendments

The charter will be reviewed annually to ensure it remains relevant and effective. Amendments to the charter can be proposed by any member and will require approval by [two-thirds/majority] of the members.