

TERMS OF REFERENCE OF THE CA WOMEN COMMITTEE

1. Introduction

The CA Women Committee is a Committee of the Institute of Chartered Accountants of Pakistan (the Institute) for enhancing the role of women in the CA profession, to ensure enabling work environment, take capacity building measures for professional development and to promote leadership positions for CA Women across the country.

The Committee's core objectives are centered towards achievement of the Institute's gender specific strategic goals to overcome lack of diversity in intake. The terms of reference of the Committee are as follows:

2. Key Objectives

2.1 To contribute in the implementation of Institute's strategy relating to gender diversity matters and to take necessary measures in order to enhance participation of women in CA profession and the workforce.

2.2 To facilitate mentoring relationships between seasoned women mentors and aspiring younger women Chartered Accountants or female Chartered Accountant trainees independently or in collaboration with other committees.

2.3 To organize leadership, skill and competencies development initiatives programs and providing a networking platform where women can freely discuss challenges, problems and be provided guidance.

2.4 Working towards creating a better environment professionally and socially, take capacity building measures in the areas of profession, technology, social, grooming and specific issues related to work life balance and matters for engaging more CA Women in economic activities.

2.5 To conduct sports and other recreational activities for CA Women.

2.6 Any other area that the Committee deems appropriate to promote gender diversity.

3. Composition

3.1 A Council Member would chair the Committee; preference will be given to a woman Council Member.

3.2 The Committee would include not more than fifteen Chartered Accountants to deliver the aforementioned objectives. This number can be increased / decreased with the approval of the Office Bearers. Female members will be nominated on the Committee, however, it may include not more than two male members.

3.2 Committee members will be appointed for a term of one year across Pakistan and overseas.

3.3 Stakeholders and other experts may be invited by the Chairperson to attend meetings.

3.5 ICAP women executives may participate by invitation for operational and administrative matters related to the meeting or projects undertaken by the Committee and attend all the meetings.

3.6 Based on the tasks in hand, further sub-committees may be formed. Female students will also be encouraged to participate and provide additional support for organizing projects.

4. Meetings & Proceedings

4.1 The quorum of the Committee shall be 1/3 members including the Chairperson

4.2 In absence of the Chairperson for any unavoidable reason, the Chairperson may nominate any senior person in the Committee to chair the meeting in her absence

4.3 The Committee should meet at least once in three months.

4.4 Members are expected to attend all meetings.

4.5 A member can resign from the Committee by submitting a written resignation. Another member may be nominated by the Chairperson to fill the casual vacancy for the remaining tenure.

4.6 Chairperson may replace members who fail to attend three consecutive meetings without leave of absence.

4.7 The Chairperson will approve the agenda for each meeting which will be circulated preferably seven working days before the meeting.

4.8 Minutes will be circulated within fifteen working days after the meeting.

4.9 The Women's Committee may join hands with other ICAP Committees, platforms like CPD, CASA etc. to run joint projects.

5. Expectations from the Committee Members

The Council expects:

5.1 Active and constructive participation in the meetings on a regular basis.

5.2 Observance of ICAP's Code of Conduct and confidentiality.

3. Reporting

The Committee will report to the Council:

6.1 The Committee will prepare an annual report and submit to the Council.

6.2 All sub committees will submit their progress report on quarterly basis to the Chairperson.