

Charter

This document outlines the founding and guiding principles by which this network is governed.

1. Name

- 1.1. The official name of the network is the “Women’s Research Engineers Network”, hereafter referred to as WREN.

2. Interpretation

- 2.1. Network – The Women’s Research Engineers Network
- 2.2. Committee – The Committee of WREN
- 2.3. Website – The official WREN website (thewren.global)

3. Vision, Mission, Purpose

- 3.1. Vision: To strive towards gender equity among all genders in engineering fields, and see a greater participation and retention of women in research and engineering.
- 3.2. Mission:
 - 3.2.1. Act as a channel for early-, mid- and senior-career women in engineering to connect with one another through fostering of international collaborations, such as grant proposals, joint publications, and co-teaching partnerships
 - 3.2.2. Sustain relationships with existing international partners and understand their specific needs
 - 3.2.3. Equip members with the tools to progress in their careers
 - 3.2.4. Promote the research activities led by women and under-represented groups
 - 3.2.5. Advocating for women through grassroots approaches to address factors preventing women from career advancement
- 3.3. Purpose: We believe in creating a more sustainable and more equitable world by embracing diversity and inclusivity so women can have longer-term, more satisfying careers in engineering.

4. Membership

- 4.1. An individual regardless of race, ethnicity, gender, religion, background or academic field can become a General Member.
- 4.2. Membership is applied by creating an account via the website.
- 4.3. Benefits of becoming a member
 - 4.3.1. Access to the network’s website portal for connecting with all global members.
 - 4.3.2. Access to events at a discounted rate.
 - 4.3.3. Receive monthly newsletters.
 - 4.3.4. Sharing research work and opportunities via the network’s communication channels.
- 4.4. General members may attend Committee meetings and request their attendance by contacting the Secretary and emailing info@thewren.global.

5. Committee

- 5.1. The management of the affairs of the network shall be vested in the Committee consisting of:
 - 5.1.1. Chair
 - 5.1.2. Vice-Chair
 - 5.1.3. Secretary
 - 5.1.4. Treasurer
 - 5.1.5. Events Lead
 - 5.1.6. Communication and Content Officer
 - 5.1.7. Newsletter Curator
 - 5.1.8. Website Coordinator
 - 5.1.9. Social Media Coordinator
 - 5.1.10. Blog Editor
 - 5.1.11. Other positions decided by the Committee.
- 5.2. The members of the Committee shall hold the portfolio position for two (2) years.
- 5.3. The appointment of the new Committee will be held on <Date and month> every year.
- 5.4. The Committee will be composed of women representing early-mid research career status (subject to disruptions) and at least one Higher Degree Research student (undertaking their PhD candidature). The diverse representation will ensure a variety of perspectives, experiences, cultural backgrounds and values are brought to discussions. The Committee may have advisors who are of senior career status.
- 5.5. The Committee must uphold the Vision, Mission and Purpose of the Network.
- 5.6. The invitation to join the Committee must be announced to the network and general members at least one (1) month prior to the appointment. The notice must include the list of Committee roles and responsibilities and the Charter. Interested candidates must be a General Member and complete a form prescribed by the Network. Shortlisted candidates will be interviewed before final selection by at least two members of the current Committee.
- 5.7. The new Committee will be introduced to the Network via communication channels of the newsletter, social media and newsletter.
- 5.8. The Secretary will administer the addition of the incoming Committee Members and removal of outgoing Committee Members to the Committee's communication channels and shared document storage.
- 5.9. General members interested in actively engaging with the Committee during a current portfolio term may participate in a sub-committee and work closely with a Committee member. Sub-committee members will be expected to attend meetings set by the Sub-committee Lead and be accountable for actions within the required deadlines.
- 5.10. All outgoing Committee Members must continue their role for an additional four (4) weeks after the Handover meeting to ensure smooth transition of the incoming Committee Member through orientation and training into the role, as well any documentation transfer.
- 5.11. All outgoing Committee Members must submit a final Handover Report summarising their work, achievements and any unresolved issues for the incoming Committee Member's reference.

- 5.12. A valid resignation of a Committee Member requires a notification email to be handed to the Committee informing of the intention of resignation. This notification email must be submitted four (4) weeks prior to the resignation. During this period and two (2) weeks after the resignation, the Committee Member must continue their duties, seek a replacement (with assistance from the Chair and Vice-Chair), and ensure a smooth handover to the incoming Committee Member.
- 5.13. The Committee shall have the right to appoint and delegate responsibilities to sub-committee(s).
- 5.14. All sub-committees shall act in accordance with the decisions of the Committee.
- 5.15. All Committee Members will be given a certificate for their role and activities after two (2) years of commitment to the network. If annual evidence is required, the Committee member can request a letter from the Chair.
- 5.16. Meetings and communication:
 - 5.16.1. The Committee will meet once a month online to discuss matters of the network. Due to time zones, Australia will have separate meetings with Brazil and the ASEAN countries (Malaysia and Indonesia).
 - 5.16.2. The Committee is expected to attend the meetings. If a Committee Member is unable to attend, they must inform the Chair before the meeting and share any updates, or appoint a member from their sub-committee on their behalf to attend the meeting.
 - 5.16.3. In between meetings, the Committee will communicate with each other via Google Chat channel and email (using the Committee Member's preferred email address).
 - 5.16.4. All Committee Members are expected to communicate with each other regardless of the region or Country Sub-Committee.
 - 5.16.5. Decisions shall be made by a simple vote of the majority present at all meetings.
- 5.17. The remaining members of the Committee shall have portfolios assigned to them by the Committee.

6. Events

- 6.1. The network must hold at least one (1) symposium, two (2) workshops and two (2) panel events each year. The events are inclusive of those hosted by individual or joint countries.

7. Version Control

Version	Date	Author/Reviewer	Amendment
1.0	13 Aug 2024	Emily Yap	Document created