

## **Terms of Reference (ToR): Women in Accountancy Sub-Committee**

### **1. Purpose**

To promote gender equity, support the advancement of women in the accountancy profession, and provide a platform for advocacy, mentorship, and professional development.

### **2. Objectives**

- Champion initiatives that support women in accountancy at all career stages.
- Identify and address barriers to progression and representation.
- Facilitate networking, mentoring, and leadership development opportunities.
- Advise the IFA Council on gender-related issues and inclusive practices.
- Collaborate with external bodies to promote best practices and shared learning.
- Help support the IFA's strategic themes of growth, value and leadership.

### **3. Membership**

- The sub-committee shall consist of 8-10 members, including:
  - Chairperson – to be elected by the committee for a term of one year
  - Vice Chair (optional) – to be elected by the committee for a term of one year
  - Secretary – to be elected by the committee for a term of one year
  - General Members
- Membership shall aim to reflect diversity in experience, background, and role within the profession.
- The Chairperson of the sub-committee will become a member of the IFA Council for the period of their office and attend quarterly IFA Council meetings whether in-person or online.
- Members must be in good standing throughout their time as a committee member.

### **4. Meetings**

- The sub-committee shall meet quarterly or as required.
- A quorum shall be 6 of the members.
- Minutes shall be recorded and shared with the IFA Council.

### **5. Reporting**

- The sub-committee shall report to the IFA Council on a quarterly basis.
- Recommendations and findings will be documented and presented formally.

### **6. Duration**

- Membership terms shall be for 2 years, renewable.

- The ToR shall be reviewed annually to ensure relevance and effectiveness.

## **7. Resources**

- The sub-committee may request budgetary support for events, initiatives, and outreach.
- Administrative support will be provided by an IFA staff member acting as Coordinator.

## **8. Confidentiality**

- Members shall respect confidentiality and act in accordance with the Institute's code of ethics, byelaws and regulations.