

Terms of Reference

1. Title

The name of the Committee shall be "Women in Resources"

2. Purpose

To contribute to, persuade and influence the Resources sector to focus on actions and activities which promote women in the resource sector in the Northern Territory.

3. Focus

- Provide networking and development opportunities for Industry Stakeholders
- Create a forum for information exchange on industry matters
- Promote the industry as a career of choice, and
- Assist companies with improving the attraction and retention of Women in the workforce

4. Membership

Women in Resources, Northern Territory's Committee will consist of representatives from women working in the Northern Territory resources sector and other key stakeholders.

5. Meetings

5.1 Frequency

The Women in Resources' Committee will convene a minimum of four times a year in person and by telephone or video conferencing where available.

All committee members to attend an "in person" meeting to be held annually where an "annual general meeting" will be held.

5.2 Format

Meetings will have a formal agenda. The secretariat will seek nominations for agenda items prior to the meeting. The agenda and associated papers will be distributed prior to the meetings. Maintaining the minutes of each meeting will be the responsibility of the Committee secretary. Minutes will be circulated to Committee members for clearance and formally confirmed as a true and accurate record at the next meeting.

Relevant information from the meetings will be published in the Women in Resources' newsletter.

5.3 Cost

Costs associated with the Women in Resources' Committee meetings will be funded by the Women In Resources association fund.