ACCOUNTING Profession is becoming the most preferred career choice globally for women & girls. In Pakistan there are only 8% Women Chartered Accountants which is well below the regional standards of 22% in India & 30% in Sri Lanka. Currently female students are 20% which depicts an increase of 2% since 2017.

The CA Women’s 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 2017-21 to overcome lack of diversity in intake including gender diversity. The Committee aims to play a pivotal role in policy making initiatives with specific focus on achieving the United Nation’s Sustainable Development Goal 5 (SDG 5) for gender equality and empowering all women and girls by 2030. The Committee will increase its outreach to the South Asian Region and to adopt best practices and learn from each other’s experiences. The terms of reference of the Committee are set out as under:

STRATEGIC GOALS/FUNCTIONS OF THE COMMITTEE

Strategic Role
- To contribute to the implementation of Institute’s strategy relating to the gender equality matters.
- To develop gender policy for the Institute and ensure its implementation by taking effective measures.
- To support in development of inclusive & sustainable development secretariat.

Enhance Women Participation
- To develop women inclusion in CA profession through CA Girls Nurturing Program and other similar initiatives.
- To work in close coordination with MARCOM for applying effective marketing strategy and approach to expand student base while giving special attention to the quality and diversity of intake in terms of gender.

CA Women Branding
- To hold events, seminars, conferences and round tables in coordination with regional committees of the Institute, and/or in collaboration with other national and international professional women groups/forums for promoting CA Women brand in and outside Pakistan.
- To enhance CA women brand through all modes of publications of the Institute.
- To play effective role in social media and have regular appearance in electronic & print media.
- To develop videos and print material for enhancing outreach to a wider audience.
- Celebrate excellence through CA Women Achievement Awards for qualified and aspiring women Chartered Accountants and students.
Employability Support
- To facilitate exclusive platform for seeking job opportunities and connecting with both public and private sector for gainful employment for full time and work from home opportunities.
- To support enabling work environment for retaining more women in the work force through advocacy for flexible working, onsite day care centers, availability of transport etc.

Women on Board Initiatives
- To promote CA Women for effective placement on Boards of listed/public sector companies;
- To provide trainings for professional development for effective contribution at board level;
- To showcase profiles through each year updated edition of CA Women Directory.
- To disseminate through timely measures, collaborations and events.

Entrepreneurship Program
- To strengthen and support women members in practice through technical measures which includes developing technical tools, provide guidance and facilitating through capacity building initiatives.
- To highlight potential business opportunities and facilitate connectivity with women entrepreneurs, SME sector and training & development project-based opportunities in public and private sector;
- To impart relevant guidance for sustainable business growth.

Capacity Building Measures:
- To take capacity building measures in the areas of professional, technology, social, grooming and specific issues related to work life balance and matters for engaging more CA Women in economic activities;
- To provide continues support through webinars/seminars for addressing gender specific challenges;
- To conduct sports and other recreational activities for CA Women.
- To take any other measures as appropriate for achieving the desired goals.

EXPECTATION FROM THE MEMBERS OF THE COMMITTEE
The Committee members are expected to adhere to the following principles:
- Proactive contribution for the achievement of quality thresholds in terms of technical content, innovation, understandability and timeliness.
- Active and constructive participation in the meetings on a regular basis.
- Proactive feedback on issues and developments relevant to CA Women.
- Respect and commitment to support the reputation of CA Women and ICAP.
- Observance of ICAP’s Code of Conduct and confidentiality.
COMPOSITION OF THE COMMITTEE

The Committee shall comprise of twenty members. This number can be increased/ decreased with the concurrence of the office bearers. The chairperson and members of the Committee shall be nominated as follows:

- A woman member of the Council shall be the chairperson.
- Other members shall be nominated for a period of one year.
- Other members shall be nominated in such a way that there is a balance between members of Northern and the Southern regions of ICAP, and between members belonging to the practice and industry.
- The Committee will encourage contribution from male Chartered Accountants who are supportive of promoting gender equality.
- Stakeholders and other experts may be invited by the Chairperson to attend meetings for discussing specific agenda items.
- All women head of the departments and women executives at the level of Senior Manager and above will participate in all meetings for providing adequate support in performing the functions of the committee.
- Based on the strategic goals sub-committees will be formed and a team lead will be identified for implementation of the relevant goals. Women students will be encouraged to provide additional support for conducting projects.

MEETINGS AND PROCEEDINGS OF THE COMMITTEE

The rules related to proceedings of the meetings shall be as follows:

- The quorum of the Committee shall be 1/3 of the members including the Chairperson.
- The agenda of the meeting shall be finalised and approved by the Chairperson. The Agenda shall be circulated preferably within seven working days before the meeting.
- In the absence of the Chairperson for any unavoidable reason, the Chairperson may nominate any senior Committee member to chair the meeting in her absence.
- The Committee shall meet as required, but should meet at least once in three months.
- Members are expected to attend all meetings. The Chairperson may replace members who fail to attend three consecutive meetings without leave of absence.
- A member may resign from the Committee by submitting a written resignation to the Chairperson.
- The members shall not be represented by proxies in the Committee meeting.
- Minutes of the meeting shall be circulated within fifteen working days after the meeting.
- The Committee may also conduct its meetings using electronic mode.
- The Chairperson may require all members to attend in person if the matter in the opinion of the Chairperson is of such significance that effective discussion can only be made in person.
REPORTING

- All sub committees will be required to report their respective activities progress status on monthly basis to the secretariat.
- The Committee shall send quarterly activities progress report to the Council.
- The Committee will prepare an annual report summarizing the work carried out by it during the year (December to November) and submit to the Council.

Updated-December 2019