

# Terms of Reference for Women in Tech (WiT) group

UCISA's Women in Tech Community highlights the success of women already working in IT roles in HE and FE. The Community offers opportunities to network, share experiences and challenges, support each other, as well as identifying best practice approaches to improving diversity.

## Introduction

This document seeks to detail the purpose of the UCISA WiT, and the modus operandi of the WiT committee which coordinates its activities.

## Aims of the WiT

The aims of the WiT are to encourage more women to consider technology-related careers in the sector and creates networking and support opportunities, both physical and virtual, for women to share experiences and challenges as well as promoting the IT work undertaken by women in the sector, by:

1. Identifying and sharing best practice around improving the gender balance at every level
2. Creating networking and support opportunities for women in IT
3. Promoting the benefits of having a diverse workforce across the HE Sector
4. Championing the people pipeline with encouragement towards diversity
5. Championing opportunities for collaboration across different institutions
6. Progressing careers for women in IT

## How the WiT intends to deliver

1. Running an annual community day which takes place in May.
2. Running a bi-annual diversity survey and disseminating its results in a meaningful way.
3. Organising targeted events of interest to spread good practice and information around relevant topics such as IT, digital, diversity etc..
4. Using a range of communication tools to facilitate information sharing between practitioners within the community.
5. Production of toolkits and other valuable output for HEI's members.
6. Liaising with other UCISA groups on areas of mutual interest.
7. The operation of an elected committee in conjunction with the UCISA Secretariat.

## WiT committee organisation and membership

The WiT committee is a group of like-minded people who are interested in taking a proactive role around diversity and the support of women in technology departments at a strategic level across the sector. By joining the committee, you will be able to play your part in taking this agenda forward. You will also have the opportunity to network closely with others at different institutions and get the inside view on how they are tackling the problems we all face.

The committee has the following officer bearers:

- Chair
- Vice-Chair

Minute taking will be undertaken on a rota basis

Membership is drawn from UCISA community. The committee will endeavour, as far as possible, to ensure it has representation from across all types of eligible member institutions.

The Chair of the WiT group is formally elected at the UCISA AGM on the recommendation of the WiT committee.

Expressions of interest are always welcome to join the committee, or to be co-opted to work on specific areas of interest, at any point in the year. Expressions of interest in joining the committee should be directed to the group Chair.

The Chair will normally hold office for a period of three years with the possibility of a further three-year term.

Normally the Chair will cease to be a member of the committee after the completion of their term of office. They are eligible to rejoin the committee after a period of 2 years.

Members, other than that of Chair and Vice-Chair, will normally hold a seat on the committee for a maximum of 6 years. Should the committee have insufficient members to function, a member can remain on the committee beyond the limit of 6 years providing the continuing committee members are in majority agreement.

The committee aims to make decisions based on consensus but where this is not possible will decide by voting.

## Ways of working

The UCISA WiT committee will meet at least monthly via Microsoft Teams, one of which will be in person (where possible).

The chair(s) are responsible for organising the meetings, and any committee member can add items to the agenda. A meeting agenda is included in the meeting invite and all members can add items with the group secretariat to be rotated throughout the committee group.

Smaller working groups may be created to focus and collaborate on specific deliverables, such as the annual conference.

connect  
share  
transform



All meeting agendas and notes will be stored within the UCISA WiT committee Microsoft Teams site. With resources made available to the wider community through the UCISA WiT website, mailing list or Microsoft Teams site.

On occasion, non-members will be invited to the meeting to share sector insights and support the groups deliverables.

Committee members **must attend at least 70% of meetings**, if their attendance drops below this number their place will be withdrawn, this is to provide as active a committee as possible.

There will be an annual planning meeting which will be an opportunity for potential discussion topics and objectives for the year as well as planning future activities.

Committee members are expected to participate in one or more of the following ways:

- Take on a liaison role with a sector body.
- Take on a committee role, for example, minute taker, newsletter co-ordinator, social media content creator or organising the other committee products.
- Participate or lead other activities relating to the year's objectives.

Committee membership is a commitment of time, and members are expected to attend at their own institution's expense. It is therefore vital that you have the support of your institution before you put yourself forward for membership.

**Terms of Reference Last Updated: October 2025**