

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA



WOMEN STEERING GROUP

ACTION PLAN

2009-10

*“A vision without tasks is just a dream.
A task without a vision is drudgery
A vision with a task can change the world.”*

Mission Statement

The Women Steering Group of the Institute of Chartered Accountants of India (WSG of the ICAI) is a wing of ICAI which is dedicated to serving women Chartered Accountants and female students aspiring to be the members of the ICAI. The WSG will provide a supportive environment and valuable resources for female members and students to achieve their personal and professional goals through various opportunities including leadership, networking and education.

WOMEN STEERING GROUP - THE VOICE OF WOMEN CAs

Women Steering Group came into existence in the Diamond Jubilee Year of the ICAI. This group was formed by the thoughtful & visionary President of ICAI; CA. Uttam Prakash Agarwal marking the International Women's Day this year. Women Steering Group has been conceptualized to provide a platform within ICAI to act as the voice of women in the accounting profession. It will be a group devoted exclusively to the support and professional development of women CAs.

To accomplish our mission, WSG will offer in-depth support in four important areas:

Increase Professional and Public Awareness of the Indian Women Chartered Accountants

WSG will strive to be visible to as many accounting professionals as possible. Several liaison relationships will be maintained with the various corporate, Government Bodies and other professional accounting groups. WSG may also promote public awareness through press releases recognizing member achievements as well as general releases that discuss the overall vision of the Group. WSG may also use ICAI's Web site to provide a general profile of the Group for people interested in learning more about WSG.

WSG also plans to give away awards to Women CAs annually for outstanding achievement through the following national awards:

- **Outstanding Woman CA** - for exemplary service to the organization and the profession.
- **Public Service** - for outstanding service outside the accounting profession.
- **Literary** - for a major contribution to accounting literature.
- **Educator of the Year** - for exceptional, effective teaching of accounting and affiliated subjects at a college.
- **Sports/ Cultural Achiever's Award**- for outstanding performance in the field of sports or extra- curricular activities.
- **Any other Category.**

Facilitate a National Network of Diverse Individuals and Organizations

WSG will encourage networking and mentoring with other successful women CAs in all

the major cities nationwide. Members share information on careers, business, management, technical skills, and other issues. WSG will also plan to develop a website which facilitates networking with the online membership directory, peer support network, and discussion groups to exchange ideas and address issues.

Provide Opportunities for Professional Growth

WSG will offer leadership opportunities and training in a supportive environment. The Group encourages its members to equip themselves with the necessary skills to confidently declare that they are competent to perform their job function to an expected professional standard. To assist in professional growth, a variety of CPE workshops and seminars will be organized by the Group. In addition to this a newsletter or periodic issue papers on professional issues will also be made available to its members to ensure they are abreast of new developments at all times and technically competent.

Advocate Professional Equity

WSG is work towards a professional environment that fosters equity for all CAs. The Group will promote policies and programs that encourage equity within the profession through conference topics, press releases, and surveys. The Group will pay due regard to social considerations. It is committed to ethical standards and an appreciation of the social and economic impact of its activities on the communities in which it operates.

WOMEN STEERING GROUP - OBJECTIVES

- **Awareness:** To create an awareness of the profession and provide support to aspirant and qualified Women Chartered Accountants.
- **Enabling Environment:** To achieve the outputs related to raising community demand for quality professional services through women empowerment.
- **Capacity Building and Mobilization:** To mobilize women group and build their capacity to act as a change agents in the community by creating and maintaining a database with profiles of Women CA's.
- **Sustainability:** To ensure sustainability of the process of woman empowerment.
- **Woman Development [Knowledge, Aptitude and Skill – Role Strengthening]:** To enhance level of understanding and maturity of woman in respect of their role in social system and to recognize the achievements of Women Chartered Accountants.
- **Facilitate:** To facilitate the advancement of Women CA's involvement in broad aspects of business at all levels and to facilitate the appointment of suitable Women CA's to key positions as strategic decision makers.

- **Support:** To align with and support organizations with similar objectives in advancing aspirant Chartered Accountants and to conduct support programs for qualified Women CAs through mentoring, information sharing and workshops.

WOMEN STEERING GROUP - VALUES:

- Integrity & Objectivity
- Professionalism, Knowledge & Skills
- Commitment
- Advancement
- Respect
- Caring

WOMEN STEERING GROUP - WORK METHODOLOGY:

- Community Reach-out
- Meetings
- Focused Group Discussions
- Training/ Workshops
- Documentation
- Publication of articles
- Publicity

WOMEN STEERING GROUP - POWERS AND FUNCTIONS BOARD:

In managing the affairs of the Group, the Board shall be entitled to exercise all the powers of the Group, except such powers as expressly reserved by the provisions of this Constitution to the Group members in general meeting. The highest authoritative body of the Group and shall have the following functions:

- i. To establish the guidelines and policies to be followed in executing the aims and objectives of the Group as set forth in this Action Plan;
- ii. To acquire, hold, possess, control and dispose of funds in line with the Group's objectives and policies;
- iii. To execute any legal act on behalf of the Group thus doing all that is necessary for the fulfillment of the objectives of the Group, provided that such act is not contrary to the constitution of ICAI.

Duties and responsibilities of officers –

Convener:

- To preside at all meetings of the Group;
- To sign the minutes of meetings of the Group;
- To initiate and develop activities of the Group;
- To represent the Group at all official functions;
- To supervise the affairs and administration of the Group and the duties of those appointed to office;
- To appoint any Group member to act as Convener in her and Dy. Convener's absence;
- To sign all binding documentation on behalf of the Group, together with any other board member, with the approval of the board;
- To liaise with and service the needs of all existing members of the Group;
- To be the primary custodian of all funds and securities, of whatever nature, which are the property of the Group and shall provide copies thereof to the Group Members;
- To compile and present an annual budget to the Board for approval;
- To supervise the financial affairs of the Group in accordance with the budget;
- To ensure that adequate accounting records of the Group are kept.
- To act in all financial matters wherein an authorized signature is required on behalf of the Group; and
- To devise and implement plans to:
 - i. Promote and maintain professional development of members
 - ii. Promote awareness of the profession
 - iii. Provide support to aspiring CAs
 - iv. Promote and maintain strategic alliances
- To provide strategic input; and
- To perform such other duties as may reasonably be required by the Group.

Secretarial Officers:

- To maintain all official records of the Group;
- To ensure the publication of all official publications, reports, notices and promotional material;
- To issue all correspondence to persons and bodies outside the Group;

- To receive all correspondence;
- To table correspondence at Board meetings; and
- To send out notices and minutes of all meetings of the Group.
- To follow up on the decisions of the Group.
- To perform such other duties as may reasonably be required by the Group.