

WORK PLAN - 2019

C-524-2.4 Appendix D(ii)

Volunteer Leadership Conference Planning Committee (VLCPC)

Approved by Committee: <i>January 2019</i>		Review Date: <i>September 2019</i>	
Approved by Council: <i>February 8, 2019</i>		Approved Budget [2019]: TBD	
Mandate [as approved by Council]:	The Volunteer Leadership Conference Planning Committee (VLCPC) is responsible for organizing an annual conference, to be held in conjunction with PEO's Annual General Meeting, that would involve both chapter and committee volunteer leaders and include topics related to PEO policy, governance issues, regulatory process and leadership development with a regulatory focus.		
Equity and Diversity Awareness	<ol style="list-style-type: none"> 1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</i> 2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES, the multi-cultural calendar was considered when scheduling the conference date.</i> 3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO, persons with disabilities and food allergies were appropriately accommodated.</i> 		
Tasks, Outcomes and Success Measures:	Part 1: Activities – VLCPC Terms of Reference	Current status (Date):	Due date:
	1. <i>Identify and select conference themes and topics consistent with the mandate.</i> <i>[Refer to Responsibility 1]</i>	<i>Completed</i>	<i>December 2018</i>
	2. <i>Develop the conference program by contributing expertise as well as chapter and committee perspectives</i> <i>[Refer to Responsibility 2]</i>	<i>In progress</i>	<i>January 2019</i>
	3. <i>Source and solicit speakers / facilitators and approve proposals.</i> <i>[Refer to Responsibility 3]</i>	<i>In progress</i>	<i>February 2019</i>
	4. <i>Coordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and</i> <i>[Refer to Responsibility 4]</i>	<i>Ongoing</i>	<i>Ongoing</i>
	5. <i>Contribute to the development of a conference evaluation survey.</i> <i>[Refer to Responsibility 5]</i>	<i>Ongoing</i>	<i>As requested</i>
	6. <i>Develop a follow-up survey to the participants and a Summary Report.</i>	<i>In progress</i>	<i>July - August 2019</i>
Tasks, Outcomes and	Part 2: Activities – General Operations	Current status (Date):	Due date:

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Success Measures:	1. <i>Prepare an Annual Report for 2018 to be presented at 2019 PEO AGM.</i>	<i>In progress</i>	<i>Feb-March 2019</i>
	2. <i>Monitor and ensure VLCPC webpage is up-to-date.</i>	<i>Ongoing</i>	<i>As requested</i>
	3. <i>Elect Chair and Vice-Chair for 2020.</i>	<i>In progress</i>	<i>August 2019</i>
	4. <i>Prepare, approve and submit for approval to Council for approval an VLCPC Roster for 2020.</i>	<i>In progress</i>	<i>September 2019</i>
	5. <i>Prepare, approve and submit for approval to Council an VLCPC Work & HR Plan for 2020.</i>	<i>In progress</i>	<i>Sept-Dec 2019</i>
Inter-committee collaboration:	Advisory Committee on Volunteers (ACV) Regional Councillors Committee (RCC) Other committees and task forces reporting to Council		
Stakeholders:	PEO Council / Committees and Task Forces / Chapters Other agencies and organizations		