

Committees & Task Forces Policy

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 September 23, 2016
Approved by: Council

Review by: Council

Note: Revisions are identified by italics and asterisk () followed by the date of the revision.*

<p>Policy Statements</p>	<ol style="list-style-type: none"> 1. Committees/task forces are instruments to assist Council and the Registrar in the operation of PEO. 2. Committees/task forces operate within their approved mandates and terms of reference. 3. Committees/task forces manage their work and output within the Act, Regulation 941, By-law No. 1, PEO core values and PEO policy. 4. PEO recognizes the importance of making effective use of its volunteer members' knowledge and time. 5. Committees/task forces provide for the broad engagement and participation of PEO members supporting the development of future PEO leaders. 6. Committees/task forces encourage the participation and engagement of non-members' expertise (e.g. teacher, lawyers, accountants) in support of committee, task force and PEO objectives. 7. Communication of committee plans, activities and accomplishments to Council, PEO volunteers, members and staff is essential.
<p>Rationale for the Policy</p>	<p>This policy is intended to:</p> <ol style="list-style-type: none"> 1. Ensure that both Council and committees are held directly accountable for outcomes and honour their obligations and expectations to each other, members and the public. 2. Ensure that committees have the flexibility to directly manage their affairs within a framework of accountability. 3. Ensure that committees facilitate ongoing volunteer learning and leadership development. 4. Ensure that there is a direct, two-way communication link between Council and its committees.
<p>Definitions</p>	<p>Mandate – The functional scope of the committee/task force approved by Council.</p> <p>Committee – a body of persons appointed by Council to assist in fulfilling PEO's Principal and Additional Objects under the Act.</p> <p>Subcommittee: – A group appointed by a committee to assist a committee in completing its work. For the purpose of this policy Chapters are standing subcommittees of the Regional Councillors Committee.</p> <p>Task force – For the purposes of this policy, a task force is a committee operating for a defined period with a specific task.</p> <p>Terms of Reference – The document that describes the purpose and scope of a committee/task force.</p> <p>The complete Terms of Reference for a committee/task force are developed by completing the Terms of Reference template.</p> <p>The Terms of Reference should be relatively stable and not require</p>

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	<p>revisions or changes every year. Council approves initial and subsequent revisions to a committee's Terms of Reference.</p> <p>Workplan – Briefly describes specific tasks to be undertaken during the year by a committee/task force and the deliverables expected upon completion of the tasks. Workplans are to be developed each year using the workplan template and submitted to Council for approval.</p> <p>Human Resources Plan – Identifies the staff and volunteer resource needs and skill/experience sets to accomplish the committee'/task force's workplan, including committee/task force composition, qualifications and training/development resources to be provided for new members.</p>
<p>Role of Council</p>	<ol style="list-style-type: none"> 1. <i>Appoint and provide direct oversight to all committees/task forces.*</i> 2. Approve committee/task force mandates, Terms of Reference, annual workplans, and annual human resources plans. 3. Appoint the chairs of task forces and approve the committee elected chair. 4. Approve the annual roster of committee members. Council delegates authority to make <i>interim</i> appointments to committees during the year to the Registrar, <i>subject to Council confirmation at the next scheduled meeting.</i> (Note: Anyone appointed by PEO is covered by its Errors and Omissions policy.)* 5. Assign a liaison to <i>improve</i> a two-way communications link between a committee/task force and Council.* 6. Ensure the provision of appropriate training for committee/task force chairs and members. 7. Conduct an annual review of committee/task force performance. <p><small>*February 18, 2011</small></p>
<p>Role of Advisory Committee on Volunteers</p>	<ol style="list-style-type: none"> 1. Assist committees/task forces in the preparation of mandates, Terms of Reference, annual workplans, and human resources plans. 2. Maintain and provide tools and training, develop templates and guidelines for terms of reference, workplans, human resource plans. 3. Provide means to recognize volunteers and their employers. 4. Host annual meeting of committee/task force chairs and committee advisors. 5. Review and provide recommendation to Council on revisions to mandates, Terms of Reference, annual workplans, and human resources plans. 6. Assist committee/task forces with preparation of the annual roster of committee members.

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Committee/Task Force Operations	<ol style="list-style-type: none">1. Committees operate on the calendar year. In the case of task forces, they operate with a defined period.2. Committees/task forces determine and operate within their specific Terms of Reference, annual workplan, annual human resources plan, and PEO core values.3. By September 30 each year, each committee/task force shall prepare an annual work plan and human resources plan for the following year.4. <i>By January 31</i> each year, committees shall elect a chair for approval by Council <i>at its first meeting of the year</i>^{**}. Council shall appoint all task force chairs.5. <i>By January 31</i> each year, committees/task forces shall elect a vice chair.6. Committees, through their Council-approved terms of reference, <i>will</i> determine the duration and limits on the number of years members of the committee can serve, including any limits on consecutive terms in the same position. Task force members are appointed for the duration of the task force.*7. Committees/task forces shall conduct an annual review of their performance.8. In November of each year, committees/task forces shall present a roster of members for Council's approval and submit in-year changes to the roster to the Registrar for approval, <i>subject to Council confirmation at the next scheduled meeting</i>.*9. Committees/task forces shall ensure their members are adequately trained to undertake their work.10. Committees/task forces shall work effectively with the liaison assigned by Council.11. Committees/task forces shall make suggestions to improve PEO processes, and work/consult with other committees/task forces to identify and address policy issues.12. Committees may appoint subcommittees to assist in completing their work. Subcommittees operate to the spirit of this policy under the guidance of the committee chair. Rosters of subcommittee members shall be maintained in accordance with this policy.13. During the year, on the recommendation of a two-third majority of the committee/task force members, a committee/task force may recommend to Council the replacement of the chair with a new chair.14. During the year, on the recommendation of a two-third majority of the committee/task force members, a committee/task force may recommend to Council that a member be removed from a committee/task force. <p><small>*February 18, 2011 **September 23, 2016</small></p>
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<p>Role of the Committee/Task Force Chair</p>	<ol style="list-style-type: none"> 1. Lead the committee/task force in completing its duties and responsibilities. 2. Make effective use of committee/task force members' knowledge and time. 3. Prepare a meeting schedule. 4. Arrange for a formal agenda to be sent to committee/task force members in advance of every committee/task force meeting, together with any supporting material, minutes, etc. 5. Work with the Director, People Development to carry out the committee's/task force's human resources plan. 6. Communicate the committee/task force recommendations to Council in writing. 7. Make submissions or presentations to Council as required. 8. Work effectively with the committee advisor. 9. <i>Shall make recommendation to Council for the removal of a Committee/Task Force member if the member misses three consecutive scheduled meetings without providing valid reasons to the Chair or Committee Advisor, or misses more than 50% of the committee/task force annual scheduled meetings without providing valid reasons to the Chair or Committee Advisor. Valid reasons include, but are not limited to, unexpected work commitments; unexpected personal obligations; health reasons; hazardous weather conditions or emergencies*.</i> <p><small>*September 21, 2012</small></p>
<p>Role of Committee/Task Force Members</p>	<ol style="list-style-type: none"> 1. Respect the role of the chair, colleagues, liaison and the committee advisor. 2. Participate actively. 3. Come prepared for meetings. 4. Agree to the expectations of effort and intention of committee membership. 5. Resign from the committee/task force if unable to dedicate the required effort.
<p>Role of the Council-appointed Liaison</p>	<ol style="list-style-type: none"> 1. Provide an effective communication link between a committee/task force and Council, but do not speak for the committee/task force. 2. <i>Relay</i> relevant Council matters affecting the committee/task force to the committee/task force.* <p><small>*February 18, 2011</small></p>

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<p>Role of the Registrar</p>	<ol style="list-style-type: none"> 1. Assign a committee advisor and resources to each committee/task force commensurate with the approved committee/task force mandate and workplan. 2. Deal with committee advisor performance issues. 3. Ensure that a link exists between the committee/task force workplan, human resources plan and PEO's operations. 4. Approve the recommended in-year additions/deletions to the committee/task force membership. 5. Maintain a complete record of committee/task force members. 6. <i>Provide updates to staff on relevant committee/task force issues.*</i> 7. <i>Act as custodian of the Committees and Task Forces Policy and Reference Guide.*</i> <p><small>*February 18, 2011</small></p>
<p>Role of the Committee Advisor</p>	<ol style="list-style-type: none"> 1. Participate as an advisor, supporting committee/task force operations. 2. Advise the committee/task force of related activities within PEO that may affect, conflict with and/or support the activities of the committee/task force, and of the requirements of the <i>Professional Engineers Act</i>, Regulation 941 and By-law No. 1, PEO core values, and PEO policy. 3. Make meeting arrangements, assist the chair in preparing meeting agendas, and producing and distributing materials. 4. Ensure that written minutes of each committee/task force meeting are recorded, issued, communicated and filed appropriately. 5. Maintain a web page of each committee's/task force's membership, terms of reference, workplan, approved meeting minutes, meeting schedule and update the progress on the workplan within two weeks after each committee meeting.
<p>Role of the Director, People Development</p>	<ol style="list-style-type: none"> 1. Work with the committee/task force chairs to resource their approved human resources plan. 2. <i>Work with committees/task forces to determine and arrange for training per approved plans.*</i> 3. <i>Seek Council's approval of the additions/deletions of committee/task force members and the interim approval of the Registrar.*</i> 4. <i>Submit to Council the annual roster.*</i> 5. Act as committee advisor to the Advisory Committee on Volunteers. 6. <i>Maintain a pool of volunteers. Recruit, screen and recommend volunteer placements to committee/task force chairs based on the HR Plan needs.*</i> 7. Work with the Advisory Committee on Volunteers to provide tools and training, develop templates and guidelines for terms of reference, workplans, human resource plans; provide means to recognize volunteers and their employers; host an annual meeting of committee/task force chairs and committee advisors. 8. Arrange for training and development of committee advisors. 9. Arrange periodic meetings of committee advisors. <p><small>*February 18, 2011</small></p>

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Speaking or Acting for PEO	Committees/task forces or members of a committee/task force may not speak or act for PEO, except when formally given such authority for specific and/or time-limited purposes.
Establishment of Subcommittees and Panels	<p>A committee/task force may create subcommittees to execute its terms of reference within the prescribed budget. The committee/task force shall ratify all actions and recommendations of its subcommittees.</p> <p>Legislative committees may create panels in accordance with the Professional Engineers Act and Regulations (i.e. Discipline Committee, Registration Committee).</p>
Commitment of Funds	<p>Except as defined in the written terms of reference and incorporated in the budget, no committee/task force has authority to commit the funds or resources of PEO.</p> <p>Committees/task forces operate on the calendar year and shall submit budget information as requested.</p>