

WORK PLAN - 2020

C-530-3.5 Appendix A(ii)

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Approved by Committee: <i>October 2019</i>		Review Date: <i>September 2020</i>	
Approved by Council: <i>November 15, 2019</i>		Approved Budget [2020]: TBD	
Mandate [as approved by Council]:	<ul style="list-style-type: none"> • <i>To assist and advise committees in fulfilling their operational requirements under the Committees and Task Forces Policy.</i> • <i>To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work Plans and Human Resource Plans.</i> 		
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 workshop 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 – ACV Terms of Reference	Current status (Date):	Due date:
	1. <i>Assist committees/task forces in the preparation of Mandates, Terms of Reference, annual Work Plans and Human Resources (HR) Plans.</i> <i>[Refer to Responsibility 1]</i>	<i>Ongoing</i>	<i>As requested</i>
	2. <i>Identify volunteer training programs. Facilitate implementation of training programs for volunteers.</i> <i>[Refer to Responsibility 2]</i>	<i>Ongoing</i>	<i>As requested</i>
	3. <i>Host Annual workshop of Chairs and Committee Advisors.</i> <i>[Refer to Responsibility 4]</i>	<i>Ongoing</i>	<i>TBD</i>
	4. <i>Review and refine, if required, guidelines and templates for Committee Work and HR plans.</i> <i>[Refer to Responsibility 5]</i>	<i>Ongoing</i>	<i>As requested</i>
Tasks, Outcomes and Success Measures:	Part 2: Activities – General Operations	Current status (Date):	Due date:
	1. <i>Elect ACV Chair and Vice-Chair for 2020.</i>	<i>In progress</i>	<i>January 2020</i>
	2. <i>Prepare an Annual Report for 2019 to be presented at 2020 PEO AGM.</i>	<i>In progress</i>	<i>Feb-March 2020</i>
	3. <i>Work on development of the 2020 Vital Signs Survey of committee members.</i>	<i>In progress</i>	<i>Jan – Feb 2020</i>
	5. <i>Monitor and ensure ACV webpage is up-to-date.</i>	<i>Ongoing</i>	<i>As requested</i>
	6. <i>Prepare, approve and submit for approval to November Council an ACV Work & HR Plan for 2021.</i>	<i>In progress</i>	<i>September 2020</i>
	7. <i>Prepare, approve and submit for approval to November Council for approval an ACV Roster for 2021.</i>	<i>In progress</i>	<i>September 2020</i>

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	8. <i>Develop draft committee volunteer self-evaluation policy and procedures.</i>	<i>In progress</i>	<i>In progress</i>
	9. <i>Develop and implement the ACV Succession Plan.</i>	<i>In progress</i>	<i>November 2020</i>
	Part 3: Activities Supporting Committees and Task Forces Policy and Reference Guide:	Current status (Date):	Due date:
	1. <i>Make recommendations to Council on Mandates, Terms of Reference, Work Plans and HR Plans.</i> <i>[Responsibility 5]</i>	<i>Ongoing</i>	<i>As requested</i>
	2. <i>Assist committee/task forces with preparation of the Annual Roster of committee members.</i> <i>[Responsibility 6]</i>	<i>Ongoing</i>	<i>As requested</i>
	3. <i>At the request of Council, review new Committee and Task Force Policy & Procedures.</i>	<i>Ongoing</i>	<i>As requested</i>
	4. <i>Appoint one representative to the Government Liaison Committee (GLC).</i>	<i>Ongoing</i>	<i>January 2020</i>
	5. <i>Appoint two representatives to the Volunteer Leadership Conference (VLC) Planning Committee.</i>	<i>Ongoing</i>	<i>May 2020</i>
Inter-committee collaboration:	Equity and Diversity Committee (EDC) Regional Councillors Committee (RCC) Human Resources Committee (HRC) Other committees and task forces reporting to Council		
Stakeholders:	PEO Council / Committees and Task Forces / Chapters Engineers Canada Other agencies and organizations		