

HUMAN RESOURCES PLAN - 2021

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Committee: <i>Advisory Committee on Volunteers (ACV)</i>	Plan Year: 2021
Committee Review Date: <i>August 2020</i>	Date Council Approved: November 20, 2020

Categories	Target / Ideal (To meet the needs of the Committee)	Current in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
Core Competencies <i>[See Appendix A]</i> <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	<ul style="list-style-type: none"> • Key objectives and core competencies are listed in Appendix A 	<ul style="list-style-type: none"> • See Appendix A 	No gaps
Committee Membership	7 to 10 Members	10 Members	No gap
Broad Engagement Career Stage	At least 1 from every career stage	7 mid-level/late, 3 retired	No gap
Disciplines	5 to 6 diverse disciplines	Electrical, Mechanical, Civil, Structural, Construction, Environmental/Agricultural, Transportation, Industrial, Geological, Building, Electrical/Computer	No gap
Experience Level	A minimum of 1 member in C-Level	1 at C level, all D-Level or greater	No gap
Gender / Diversity	At least 1 female member	6 males and 4 females	No gap
Geographic Representation	Full geographic representation	4 out of 5 regions represented	LT – Eastern region
CEAB Graduates –vs– IEG	Equal distribution	8 CEAB grads, 2 internationally trained	No gap
Licensed –vs– Non-licensed	All P.Engs.	All P.Engs.	No gap
Volunteer Development Plans <ul style="list-style-type: none"> • List potential development opportunities 	<ul style="list-style-type: none"> • Advancement to Chair/Vice Chair • Lateral moves to other committee/task force • Election to Council • Appointment to external agencies/boards 	<ul style="list-style-type: none"> • Member self-identified future plans 	N/a
Succession Planning <ul style="list-style-type: none"> • Time on Committee 	<ul style="list-style-type: none"> • At least 2 members with 0 to 5 years on committee • At least 2 members with 5 to 10 years 	<ul style="list-style-type: none"> • 0 to 5 years = 7 • 5 to 10 years = 3 • Over 10 years = 0 	ST- No gap LT- No gap
Terms of Office: <ul style="list-style-type: none"> • Chair/Vice Chair • Committee members 	<ul style="list-style-type: none"> • Chair: Maximum of 3 consecutive years, subject to annual renewal. • Vice Chair: Maximum of 3 consecutive years, subject to annual renewal. • Members: Appointed annually for a one-year term, from January to December. May be re-appointed to a maximum of 10 cumulative years. • At least every two (2) years a new member joins the committee. 		

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APPENDIX A

Key objectives and core competencies (as per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
1. Develop Guidelines and Templates (ToR, Work plans, HR Plans, etc.)	<ul style="list-style-type: none"> - Possess a good knowledge of PEO and Committee structure - Prior PEO Committee experience preferred - Explain the role of a committee member in supporting committee’s activities - Initiate recommendations for change
2. Assist PEO staff with Volunteer Leadership and training programs	<ul style="list-style-type: none"> - Conduct volunteer needs assessment, understand training and development concepts - Provide training resources and advise on methodologies - Project management skills and ability to implement training plans
3. Establish criteria for recognition programs	<ul style="list-style-type: none"> - Develop relationships with stakeholders to identify recognition trends - Conduct research , collect and interpret data - Provide recommendations on criteria for recognition
4. Conduct Vital Signs Survey of committee members	<ul style="list-style-type: none"> - Promote the need for survey as a method of collecting feedback from committee members - Work collaboratively to prepare a survey questionnaire - Conduct analysis, summarize results and follow up with recommendations
5. Host Annual Committee Chairs Workshop	<ul style="list-style-type: none"> - Be familiar with current issues of PEO Committees - Identify goals and set up priorities - Facilitate meetings and workshops

Action plan for volunteer recruitment

List top 2 – 3 preferred core competencies (knowledge, skills, abilities)	List specific attributes for each core competency	Briefly state how you will meet your needs [ie: development plans for current member(s); request additional volunteer resources]	Resources Needed	Target Date for completion
Knowledge of available resources	Familiarity with training & recognition programs, etc.	Provide training and access to resources	Staff assistance	Ongoing
Ability to implement programs/plans	Ability to prioritize and good organization skills	Recruit new members with organizational skills	New volunteers	Ongoing
Skills to provide advice/ recommendations/ assistance	Good communication and problem resolution skills	Develop communication skills, attend workshop on problem resolution	External services (3 rd party)	Ongoing

Comments