

# GOVERNMENT LIAISON PROGRAM **CHAPTER (GLP) CHAIR**

## ROLES & RESPONSIBILITIES

---

V1.0 May 2021

**Role:** The volunteer Chapter Government Liaison Program (**GLP**) **Chair** with Professional Engineers Ontario (PEO) will coordinate the activities of the GLP Riding Representatives within their chapter. The GLP Chair may also be a GLP Riding Representative.

### Key Responsibilities

The Chapter GLP Chair:

1. **Provides oversight** on the chapter's participation in government liaison activities and to advise, coordinate and lead the GLP Riding Representatives within the chapter. If there is only one GLP Riding Representative, then that person may also be the GLP Chair. In the case of no GLP Rep in the chapter, then the Chapter Chair shall assume the role of the GLP Chair.
2. **Identifies opportunities** to engage MPPs and tracks these activities.
3. **Coordinates interaction** between GLP Reps and local MPPs (invitations, chapter representatives, meeting logistics, tokens of appreciation, official correspondence, etc.). Follows protocol and guidelines to handle offers to participate in local events with MPPs.
4. **Recruits chapter members** to participate in the program for adequate backup and succession planning.
5. **Maintains contact and other important information** for local MPPs and other key contacts, such as political/constituency staff. How the chapter records this information is up to themselves. Whichever system that is used should make it easy for the GLP Chair and GLP Reps to access and update its records in the future.
6. **Monitors and control expenditures** related to GLP activities. The chapter's government liaison budget is managed by PEO's head office; however, the budget spending is to be managed by the Chapter's GLP Chair and Reps. The GLP Chair is to consult with the PEO GLP Manager to ensure funds availability and that the activity qualifies for expenditure of GLP funds.
7. **Reports on the GLP activities** in order to be able to measure the scope of the engagement activities and define success.

**Length of Appointment:** The GLP Chair will normally serve for a one-year term and can serve up to six consecutive one-year terms.

### Required Qualifications or Skills

1. Same as that of the GLP Riding Representative
2. Able to organize, lead and deliver events

### Preferred Qualifications or Skills:

1. Previous experience as a GLP Riding representative