

Terms of Reference Succession Planning Task Force (SPTF)

Issue Date: June 2018
Approved by: Council

Review Date: N/A
Review by: N/A

Legislated and other Mandate approved by Council	To develop Terms of Reference and a comprehensive implementation plan for the Succession Planning Committee, based on succession planning recommendations approved by Council at its June 23, 2017 meeting.
Key Duties and Responsibilities	<ol style="list-style-type: none"> 1. Develop an Implementation Plan for succession planning, based on Council approved succession planning recommendations 1 to 13. 2. Prepare Terms of Reference for the Succession Planning Committee that will implement succession planning as per Council approved recommendation 16. 3. Task Force deliverables include the above Terms of Reference and Implementation Plan for the proposed Succession Planning Committee. The Implementation Plan shall include key recommendations, a schedule, a maintenance & oversight process and potential operating expenses. 4. Engage key stakeholders through meetings and the peer review process in the development of the plan. Stakeholders shall include, at a minimum, the Central Election and Search Committee (CESC), the Human Resources Committee (HRC), the Advisory Committee on Volunteers (ACV) and the Equity and Diversity Committee (EDC). 5. Utilize the services of a governance consultant to assist the task force in determining best practice for succession planning at PEO. The consultant will also support the TF in drafting its report and in providing expert opinion to Council during presentation of the report.
Constituency, Number & Qualifications of Committee/Task Force Members	<p>The task force shall consist of five (5) members as follows:</p> <ul style="list-style-type: none"> • a past member of the CTLTF, • a current or past member of the ACV, • three members at large of PEO. <p>Preferably, members should collectively bring the following experience or background:</p> <ul style="list-style-type: none"> • experience in the governance of non-profit organizations, • current or past experience on a chapter executive (at least one person), • at least one person in their early career, • no more than two members in their later career (not including retirees), • at least two members being from outside the GTA.

Qualifications and election of the Chair	The Chair should have experience dealing with the governance issues that will be required to implement succession planning and managing the production of TF deliverables. The Chair is to be elected from among the members of the task force in accordance with Wainberg’s Society Meetings, By-Law No. 1, section 25(4) and Committee and Task Force Policy.
Qualifications and election of the Vice Chair	The Vice Chair should have the experience needed to take over from the Chair when required and to support the Chair in preparing the TF deliverables. The Vice Chair is to be elected from among the members of the task force in accordance with Wainberg’s Society Meetings, By-Law No. 1, section 25(4) and Committee and Task Force Policy.
Peer Review	<p>The final report of the TF shall be reviewed by the following committees:</p> <ul style="list-style-type: none"> • Legislation Committee (LEC) • Central Election and Search Committee (CESC) • Advisory Committee on Volunteers (ACV) • Equity and Diversity Committee (EDC) • Human Resources Committee (HRC) <p>The TF shall present its recommendations to Council in a plenary session to obtain feedback from councillors for consideration for its final report.</p>
Term Limits for Chair, Vice Chair and Committee members	The task force is to be stood down following the submission of its final report to Council. Given the TF’s limited lifetime, term limits are not applicable for the Chair and Vice Chair.
Quorum	In accordance with Wainberg’s Society Meetings and By-Law No. 1, section 25(1), quorum for the purpose of having the meeting’s decisions be considered binding is at least 50 per cent of the task force’s membership present at the meeting.
Meeting Frequency & Time Commitment	The task force will meet at the call of the Chair. Meetings of the TF shall be held monthly during its active life. Meetings of sub-groups assigned to specific tasks shall be held more frequently depending on workload requirements. More frequent meetings may be required during the report preparation and review period.
Operational Time Frame	The task force will commence its work upon approval of its Terms of Reference and shall deliver its final report to Council no later than eighteen (18) months following its inception.
Budget	\$60,000 annually, prorated by number of months of operation in a given budget year.

Committee advisor	Scott W. Clark, LL.B., Chief Administrative Officer
Committee support	Ralph Martin, Manager, Secretariat