

## Terms of Reference *30 by 30 Task Force*

**Issue Date:**  
**Approved by: Council**

**Review Date: Sept 21, 2018**  
**Review by: Council**

<b>Legislated and other Mandate approved by Council</b>	For PEO to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity.
<b>Key Duties and Responsibilities</b>	<p><b>Develop a detailed complementary action plan to the one developed by OSPE to engage and inform PEO licence holders, volunteers, key stakeholders and staff on the 30 by 30 initiative, identify the appropriate owners of PEO’s actions in the plan, and provide direction to the Registrar and volunteer leadership, as appropriate. This to include:</b></p> <ol style="list-style-type: none"> <li><b>1. Plan Development</b> <ol style="list-style-type: none"> <li>a. Develop a detailed action plan that complements OSPE’s plan.</li> <li>b. Present the action plan to PEO Council for approval.</li> </ol> </li> <li><b>2. Coordinate</b> <ol style="list-style-type: none"> <li>a. Coordinate PEO’s 30 by 30 initiatives by providing direction to the Registrar and volunteer leadership to ensure implementation of the joint action plan and that ownership of PEO’s responsibilities are appropriately assigned.</li> <li>b. Monitor the progress on uptake in implementing the action plan.</li> </ol> </li> <li><b>3. Inform/Educate</b> <ol style="list-style-type: none"> <li>a. Communicate the 30 by 30 action plan to PEO licence holders, volunteers, key stakeholders and staff.</li> <li>b. Provide an annual update to PEO licence holders, volunteers, key stakeholders and staff on the progress of the 30 by 30 initiative launch in the PEO Annual Report.</li> </ol> </li> </ol>
<b>Constituency, Number &amp; Qualifications of Committee/Task Force Members</b>	The task force shall consist of four (4) members including the PEO President (2017-2018); a member of the Executive Committee (2017-2018); a currently serving Councillor (2017-2018); and the Ontario representative on the Engineers Canada Equitable Participation in the Profession Committee (2017-2018).

<b>Qualifications and election of the Chair</b>	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
<b>Qualifications and election of the Vice Chair(s)</b>	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
<b>Duties of Vice Chair(s)</b>	To act in the absence of the Chair.
<b>Term Limits for Committee Chair and Vice-Chair</b>	If applicable.
<b>Term Limits for Committee Members</b>	If applicable
<b>Quorum</b>	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.
<b>Meeting Frequency &amp; Time Commitment</b>	The task force will meet at the call of the Chair.
<b>Budget</b>	\$20,000 annually for the two-year term of the Task Force.
<b>Operational year time frame</b>	In accordance with the motion passed at the September 2017 Council meeting, the Task Force is to be stood down two-years from the initial appointment of members.
<b>Committee advisor</b>	Jeannette Chau, Manager, Government Liaison Programs
<b>Committee Support</b>	Sylvia Millstein, Corporate Services Administrator