

Advisory Committee on Volunteers (ACV)

Terms of Reference

Issue Date:
Approved by: Council

Review Date: May 25, 2017
Review by: ACV

<p>Legislated and other Mandate approved by Council</p>	<p>To assist and advise committees in fulfilling their operational requirement under the policy.</p> <p>To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work Plans and Human Resources (HR) Plans.</p>
<p>Key Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1. Assist committees/task forces in the preparation of mandates, Terms of Reference, annual Work Plans, and Human Resources (HR) Plans. 2. Maintain and provide tools and training, develop templates and guidelines for Terms of Reference, annual Work Plans, and Human Resources (HR) Plans. 3. Provide means to recognize volunteers and their employers. 4. Host annual meeting of committee/task force chairs and staff advisors. 5. Review and provide recommendation to Council on revisions to mandates, Terms of Reference, annual Work Plans, and Human Resources (HR) Plans. 6. Assist committee/task forces with preparation of the annual roster of committee members.
<p>Constituency, Number & Qualifications of Committee/Task Force Members</p>	<p>Minimum of seven members, maximum of ten. Membership should ensure broad engagement with representation that reflects the association diversity including regional stakeholder groups. Experience should include depth and breadth and core competency and experience as detailed in the Human Resources (HR) Plan.</p> <p>Currently 10 members (all P.Engs) with experience as PEO volunteers at the Council, Committee and Chapter level.</p>
<p>Term Limits for Committee Chair and Vice Chair</p>	<p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.</p>
<p>Term Limits for Committee Members</p>	<p>Committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service.</p>
<p>Succession Planning</p>	<p>Note: All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.</p>
<p>Qualifications and election of the Chair</p>	<p>The Chair must have a minimum of 1 term experience as a member of the committee. Other qualifications include availability of time and accessibility. The election of the Chair is in accordance with the <i>Committees and Task Forces Policy</i>.</p>

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Qualifications and election of the Vice Chair(s)	<p>The election of the Vice Chair is in accordance with the <i>Committees and Task Forces Policy</i>, and is conducted after the election of the Chair.</p> <p>The Vice Chair must have a minimum of 1 term experience as a member of the committee. Other qualifications include availability of time and accessibility.</p>
Duties of Vice Chair(s)	<p>The Vice Chair will chair meetings in the absence of the chair and will perform such other duties on behalf of the committee as decided by the committee.</p>
Quorum	<p>50% of membership</p>
Meeting Frequency & Time Commitment	<p>The committee normally meets up to eight (8) times during the year, with normally one a teleconference. Members are expected to attend at least six (6) of these meetings.</p> <p>Some subcommittee work is expected outside regular committee meetings. Subcommittees require selected individuals to assume a leadership role.</p>
Operational year time frame	<p>January - December</p>
Committee Advisor	<p>Director, People Development PEO</p>