

**Terms of Reference
Government Liaison Committee (GLC)**

Issue Date:
Review by: Council

Review Date:
Responsible Authority: Council

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| Mandate | To provide oversight and guidance for the PEO Government Liaison Program (GLP). |
| Key Duties and Responsibilities | <p>For matters related to its mandate, the committee shall:</p> <ol style="list-style-type: none"> 1. Monitor and evaluate regulatory issues requiring liaison with the government and advise Council on strategic initiatives to effect such liaison. 2. Coordinate the activities of the Government Liaison Program. 3. Coordinate with other government relations initiatives within the engineering profession. 4. Consider any other matter related to the Government Liaison Program delegated to the committee by the Council. 5. Consult as required with Council, chapters, members, staff, with respect to opportunities to advance support of PEO from government. 6. Establish, receive and review reports from PEO committees as it considers appropriate. 7. Enhance Government Outreach. 8. Develop, monitor and review its work plan annually |
| Constituency & Qualifications of Committee/Task Force Members | <p>The committee will be composed of the following eleven members.</p> <ul style="list-style-type: none"> • Member of the Regional Councillors Committee (recommended by Regional Councillors Committee) • Member of Council • Two active members of a chapter who have experience with GLP or government relations or public policy. A member of the Advisory Committee on Volunteers (recommended by the Advisory Committee on Volunteers) • P.Eng. active in a Riding Association • P.Eng. member of the Ontario Society of Professional Engineers (OSPE) (recommended by OSPE) • P.Eng. representative of Engineers Canada (recommended by Engineers Canada) • P.Eng. member of the Consulting Engineers of Ontario (recommended by CEO) • Student representative • EIT representative <p>The President and the President-elect are ex-officio members, as required by section 30(3) of By-Law No.1. In addition the Registrar and the GLP consultant shall be ex-officio members.</p> |
| Qualifications and election of the Chair and Vice Chair | The Chair and Vice-chair shall be members of the committee. |

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| Term Limits for Committee Chair and Vice Chair | 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 six (6) years of cumulative committee service. |
| Term Limits for Committee members | 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 six (6) years of cumulative committee service. |
| Succession Planning | 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. |
| Council Liaison | One of the members of Council on the committee shall be appointed as Council Liaison by the committee and shall regularly report to Council with respect to its activities and decisions. |
| Quorum | Per Weinberg's Rules (a majority of members). |
| Meeting Frequency & Time Commitment | The committee will meet at least four times a year. Meetings may be held by teleconference. Meetings are expected to last approximately two hours. |
| Operational year time frame | January - December |
| Committee Advisor | Manager Government Liaison Program |