

HUMAN RESOURCES PLAN - 2019

Volunteer Leadership Conference Planning Committee (VLCPC)

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| Committee: <i>Volunteer Leadership Conference Planning Committee (VLCPC)</i> | Plan Year: 2019 |
| Committee Review Date: <i>January 2019</i> | Date Council Approved: February 8, 2019 |

| Categories | Target / Ideal (To meet the needs of the Committee) | Current in Place | Gap [ST = Short-term Goal LT = Long-term Goal] |
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| Core Competencies <i>[See Appendix A]</i> <ul style="list-style-type: none"> Skills Abilities Expertise Knowledge | <ul style="list-style-type: none"> Key objectives and core competencies are listed in Appendix A | <ul style="list-style-type: none"> See Appendix A | No gaps |
| Committee Membership | 5 Members, each a representative according to the VLCPC Terms of Reference (1 EXE rep; 2 ACV reps and 2 RCC reps) | 5 Members | No gap |
| Broad Engagement Career Stage | N/a | 3 mid-level/late, 2 retired | Not applicable |
| Disciplines | Preferably diverse disciplines | Electrical/Mechanical/ Civil/ /Environmental | No gap |
| Experience Level | Preferably C or D level or greater | All D-Level or greater | No gap |
| Gender / Diversity | At least 1 female member | 3 males and 2 females | No gap |
| Geographic Representation | Preferably diverse geographic representation | 2 out of 5 regions represented | Not applicable |
| CEAB Graduates –vs– IEG | Not applicable as members are representatives of other committees. | 5 CEAB grads | Not applicable |
| Licensed –vs– Non-licensed | All P.Engs. | All P.Engs. | No gap |
| Volunteer Development Plans <ul style="list-style-type: none"> List potential development opportunities | <ul style="list-style-type: none"> Advancement to Chair/Vice Chair. Lateral moves to another committee/task force. | <ul style="list-style-type: none"> Member self-identified future plans. | N/a |
| Succession Planning <ul style="list-style-type: none"> Time on Committee | Not applicable as members are representatives of other committees. | <ul style="list-style-type: none"> 0 to 5 years = 5 members | Not applicable |
| Terms of Office: <ul style="list-style-type: none"> Chair/Vice Chair Committee members | <ul style="list-style-type: none"> Chair / Vice Chair: Maximum of 3 consecutive years, subject to annual renewal. Members: Committee members are appointed for a one-year term, from June to May. Committee members may be re-appointed but shall retire from the committee for at least six (6) years after four (4) years of cumulative committee service. | | |

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APPENDIX A

Key objectives and core competencies (as per the Work Plan)

| <u>List top 3–5 Committee Work Plan Outcomes:</u> | <u>List core competencies for each Work Plan outcome:</u> |
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| 1. Identify and select conference themes and topics consistent with the mandate. | <ul style="list-style-type: none">- Good knowledge and understanding of PEO policy, governance issues, regulatory process and leadership development with regulatory focus.- Prior PEO Committee / Chapter experience preferred.- Ability to Initiate recommendations for change preferred. |
| 2. Develop the conference program by contributing expertise as well as chapter and committee perspectives. | <ul style="list-style-type: none">- Conduct volunteer needs assessment, understand training and development concepts.- be familiar with training resources and methodologies.- Project management skills and ability to implement training plans preferred. |
| 3. Source and solicit speakers / facilitators and approve proposals. | <ul style="list-style-type: none">- Conduct research and communicate the volunteer training needs and conference objectives to potential speakers / facilitators.- Review and approved proposals from potential speakers / facilitators. |
| 4. Coordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and | <ul style="list-style-type: none">- Work collaboratively with the speaker / facilitator and make recommendations on the conference activities and their outcomes. |
| 5. Develop a follow-up survey to the participants and a Summary Report. | <ul style="list-style-type: none">- Conduct analysis, summarize results and follow up with recommendations. |

Comments