

Volunteer Leadership Conference Planning Committee (VLCPC) Terms of Reference

Issue Date: August 22, 2015	Approved by: Council
Review date: August 2018	Reviewed by: Committee

Legislated and other Mandate approved by Council	The Volunteer Leadership Conference Planning Committee (VLCPC) is responsible for organizing an annual conference, to be held in conjunction with PEO's Annual General Meeting, that would involve both chapter and committee volunteer leaders and include topics related to PEO policy, governance issues, regulatory process and
Key Duties and Responsibilities	<ul style="list-style-type: none"> • Identify and select conference themes and topics consistent with the mandate; • Develop the conference program by contributing expertise as well as chapter and committee perspectives; • Source and solicit speakers / facilitators and approve proposals; • Co-ordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and • Contribute to the development of a conference evaluation survey.
Constituency & Composition	<p>The VLCPC membership will consist of:</p> <ul style="list-style-type: none"> • One representative / advisor from the Executive Committee (EXE), to be appointed by the EXE; • Two representatives from the Advisory Committee on Volunteers (ACV), to be appointed by the ACV; • Two representatives / advisors from the Regional Councillors Committee (RCC), to be appointed by the RCC; • Director, People Development; and • Manager, Chapters.
Qualifications of the Chair and Vice Chair	The Chair must have a minimum of 1 term experience as a member of the planning committee. Other qualifications include availability of time and accessibility.
Election of the Chair and Vice Chair	In accordance with the Committees and Task Forces Policy.
Term Limits for Committee Chair and Vice Chair	The Chair and Vice Chair are elected annually for a one-year term, from June to May. 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 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 June to May. 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.
Quorum	Four members, including the Chair (or designate) and at least one representative of the Regional Councillors Committee, one representative of the Advisory Committee on Volunteers, and one staff representative.
Meeting Frequency & Time Commitment	<ul style="list-style-type: none"> • Committee members are typically expected to attend weekly teleconference meetings from October to April, typically 1 hour in duration. • Meetings shall be scheduled at the call of the Chair. Minutes that reflect all significant decision shall be kept at all regular meetings.
Operational year time frame	Appointments to the VLCPC are tied to the development cycle for the Conference beginning in September each year and ending with the VLCPC's post-conference debriefing meeting in June.
Committee advisor	<ul style="list-style-type: none"> • Director, People Development • Manager, Chapters