

WORK PLAN - 2021

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Approved by Committee: August 2020		Review Date: September 2021	
Approved by Council: November 20, 2020		Approved Budget [2021]: TBD	
Mandate [as approved by Council]:	<ul style="list-style-type: none"> To assist and advise committees in fulfilling their operational requirements under the Committees and Task Forces Policy. To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work Plans and Human Resource Plans. 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES Is each task/activity being done in an equitable manner and engaging diverse groups? YES, the multi-cultural calendar was considered when scheduling the workshop date. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO, persons with disabilities and food allergies were appropriately accommodated. 		
Tasks, Outcomes and Success Measures:	Part 1: Activities – ACV Terms of Reference	Current status (Date):	Due date:
	1. Assist committees/task forces in the preparation of Mandates, Terms of Reference, annual Work Plans and Human Resources (HR) Plans. <i>[Refer to Responsibility 1]</i>	Ongoing	As requested
	2. Identify volunteer training programs. Facilitate implementation of training programs for volunteers. <i>[Refer to Responsibility 2]</i>	Ongoing	As requested
	3. Host Annual workshop of Chairs and Committee Advisors. <i>[Refer to Responsibility 4]</i>	Ongoing	TBD
	4. Review and refine, if required, guidelines and templates for Committee Work and HR plans. <i>[Refer to Responsibility 5]</i>	Ongoing	As requested
Tasks, Outcomes and Success Measures:	Part 2: Activities – General Operations	Current status (Date):	Due date:
	1. Elect ACV Chair and Vice-Chair for 2021.	In progress	January 2021
	2. Prepare an Annual Report for 2020 to be presented at 2021 PEO AGM.	In progress	Feb-March 2021
	3. Monitor and ensure ACV webpage is up-to-date.	Ongoing	As requested
	4. Prepare, approve and submit for approval to November Council an ACV Work & HR Plan for 2022.	In progress	September 2021
	5. Prepare, approve and submit for approval to November Council for approval an ACV Roster for 2022.	In progress	September 2021
6. In collaboration with Executive Committee, assist with development and implementation of PEO's governance roadmap, long-term vision, operational action plan.	In progress	December 2021	

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	Part 3: Activities Supporting Committees and Task Forces Policy and Reference Guide:	Current status (Date):	Due date:
	1. <i>Make recommendations to Council on Mandates, Terms of Reference, Work Plans and HR Plans.</i> <i>[Responsibility 5]</i>	<i>Ongoing</i>	<i>As requested</i>
	2. <i>Assist committee/task forces with preparation of the Annual Roster of committee members.</i> <i>[Responsibility 6]</i>	<i>Ongoing</i>	<i>As requested</i>
	3. <i>At the request of Council, review new Committee and Task Force Policy & Procedures.</i>	<i>Ongoing</i>	<i>As requested</i>
	4. <i>Appoint one representative to the Government Liaison Committee (GLC).</i>	<i>Ongoing</i>	<i>January 2021</i>
	5. <i>Appoint two representatives to the Volunteer Leadership Conference (VLC) Planning Committee.</i>	<i>Ongoing</i>	<i>June 2021</i>
Inter-committee collaboration:	Executive Committee (EXE) Human Resources Committee (HRC) Other committees and task forces reporting to Council Regional Councilors Committee (RCC) Equity and Diversity Committee (EDC)		
Stakeholders:	PEO Council / Committees and Task Forces / Chapters Engineers Canada Other agencies and organizations		