

Human Resources Plan – 2021

AWARDS COMMITTEE (AWC)

Committee: <i>Awards Committee</i>	Date Developed: September 2020
Committee Review Date: September 2021	Date Council Approved: November 20, 2020

Categories	Target / Ideal (To meet the needs of the Committee)	Currently in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
Core Competencies • Skills/Abilities • Expertise/Knowledge	• Key objectives and core competencies are listed in Appendix A	• See Appendix A	• No gaps
Committee Membership	• 11 members • At least 1 Councillor, 2 OSPE appointees, 1 OOH Companion and at least 3 from the OOH list and from the OPEA	• 9 members • 2 OSPE representatives • 3 OOH (1 Companion) • 1 OPEA	• 2 Members • 1 Councillor
Broad Engagement Career Stage	• At least 1 from every career stage (i.e. early, mid and late)	• 7 senior in career • 2 mid in career • Majority in Class F	• 1 early in career
Disciplines & Sectors	• At a minimum: 1 from government, 1 from academia, 6 from a wide variety of disciplines and sectors	• Academia, Government (Municipal, Public Transport), Private (Digital Transmission Systems, Manufacturing, IT, Consulting, Trading) • Chemical, Mechanical, Electrical, Civil	• No gaps
Gender / Diversity	• At least 1/3 female members	• 2 female and 7 male members	• 2 females
Geographic Representation	• Full geographic representation	• Geographic representation across all regions	• No gap
CEAB / International Engineering Graduates	• A minimum of 3 CEAB & 2 International engineering graduates	• 6 CEAB and 3 IEG	• No gap
Licensed –vs– Non-licensed	• All P.Engs.	• All P.Engs.	• No gap
Volunteer Development Plans • List potential development opportunities [See Appendix B]	• Advancement to Vice Chair / Chair / Past Chair • Lateral move to other committee/task force • Election to Council • Appointment to external agencies	• Vice Chair appointed by AWC with expectation he / she will become Chair and that current Chair will become Past Chair • For the other roles member self-identify future plans	• No gap
Succession Planning • Time on Committee	• At least 2 members with 0 to 5 years on committee • At least 2 members with 5 to 10 years	• Chair – Jan 2020 • 0 to 5 years = 9 • 5 to 10 years = 0 • Over 10 years = 0	• 2 members with 5 to 10 years
Terms of Office: • Chair/Vice Chair • Committee members	• Maximum three (3) consecutive years • At least every two (2) years a new member joins the committee		

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APPENDIX A

A. Key objectives and core competencies (per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
1. List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	- Possess a good knowledge of PEO award criteria and selection process - Facilitation, review and evaluation of nomination submissions for OPEA, OOH and Sterling awards programs; independently and then through participation in a structured committee process
2. A balanced and high caliber pool of nominees for all Awards Programs and External Honours	- Ability to develop relationships with engineering stakeholders to promote awareness of awards programs and solicit increased nominations - Ability to oversee, facilitate and evaluate Awards Program Communication Plan and periodically monitor for effectiveness - Promote and make presentations on the Awards Program at Chapter or PEO events, RCC, other external venues, etc.
3. PEO website that promotes the Awards Program and is user friendly in accessing and completing the nomination processes for the various awards	- Proficient understanding of Awards Program nomination process and best practices used in other programs - Ability to contribute to promotion of Awards Programs, website development and electronic submissions
4. Greater efficiency and easier participation for AWC and PEO members by leveraging technology	- Ability to work with technology such as SharePoint and video teleconferencing

B. Action plan for volunteer recruitment

<u>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</u>	<u>List specific attributes for each core competency</u>	<u>Briefly state how you will meet your needs</u>	<u>Resources Needed</u>	<u>Target Date for completion</u>
<ul style="list-style-type: none"> Ability to assess and make recommendations on how service years are to be calculated for OOH recipients. Ability to review and understand selection criteria used for the OPEA award recipients – especially Citizenship Award and the new Engineering Project or Achievement Award Ability to determine process for awarding the Engineering Project or Achievement Award during the OPEA gala. 		Facilitated strategic session (no external resources required)		June 2021 Strategic Session
Ability to work with technology such as SharePoint and video teleconferencing		PEO training sessions	PEO IT staff	Ongoing at each meeting