

**Experience Requirements Committee (ERC)
ERC Sub-Committee (ERCSC) Terms of Reference**

Issue Date: December 18, 2015

Review Date: June 26, 2020

Approved by: Experience Requirements Committee

**Review by: Manager,
Licensure**

Key Duties and Responsibilities	<p>1. Assist and advise the ERC in completing its work. 2. Carry out and report on specific tasks assigned by the ERC. Note: The ERCSC annual budget will be part of the ERC budget.</p>
Success Measurements of Key Duties and Responsibilities	<p>Timely completion of the tasks assigned by the ERC. Recommendations on means for improving performance and best practice within all aspects of the ERC's Scope.</p>
Type of Committee	Advisory and operational
Responsible Authority	ERC
ERCSC Meetings	<p>As and when necessary between regularly scheduled ERC Business meetings to:</p> <ul style="list-style-type: none"> (a) Work on specific tasks assigned by the ERC; (b) Conduct Committee business, including actions delegated by the full Committee; (c) Review and comment on activities of Working Groups (WGs) constituted by the ERC for specific tasks; (d) Review and comment on draft documents relevant to the ERC mandate; (e) Evaluate and recommend opportunities for improving ERC operations; (f) Identify, review and advise on matters of interest to the ERC.
Constituency and Qualifications	<p>The ERCSC shall consist of a maximum of ten (10) ERC Members, including the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) ERC Members-at-large, representing a diversity of gender and disciplines, who have expressed interest and willingness to serve in the ERCSC. To ensure continuity, three (3) of the ERCSC Members-at-large will be appointed for 3-year terms and four (4) will be appointed for a 2-year terms. Appointment of ERCSC members-at-large shall follow an ERC approved procedure. The current ERC Chair and Vice-Chair shall respectively serve as ERCSC Chair and Vice-Chair. If the ERC Immediate Past-Chair is not available, the following priority is to be used for this position: (a) Immediate Past Vice-Chair; (b) a Past Chair from a previous period; or (c) a Past Vice-Chair from a previous period. Membership in the ERCSC shall be limited to a maximum of ten (10) years.</p>

	Non-ERCSC members can be invited, as required, to ERCSC meetings for their participation on specific agenda items.
Reporting Requirements	The ERC Chair or a designated ERCSC member will report on Sub-Committee activities and status of assigned tasks as a standing agenda item in ERC Business Meetings. For specific tasks and WGs, the member leading the task / WG will present results and recommendations to the ERC.
Staff Advisor	Manager, Licensure
Staff Support	Licensing Representative

Procedure for the Selection of ERC Subcommittee Members

Approved by the ERCSC on June 9th, 2020

Approved by the ERC on June 26th, 2020

According to the approved ERC Subcommittee (ERCSC) Terms of Reference, the ERC Subcommittee is composed of the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) ERC members-at-large, representing a diversity of discipline, age, gender orientation, ethnicity, ability/disability, etc. Of the seven members-at-large, three serve a three year term and the remainder serve a two year term, thus allowing for overlap and continuity.

This procedure is intended for use in the determination of how the seven members-at-large are to be selected. The ERC Chair and Vice-Chair are elected through an established election procedure in which all ERC members vote.

It is proposed that the seven members-at-large be selected and appointed according to the following guidelines:

Expressions of Interest

1. At a time in advance of the end of the term for ERCSC members, staff will send a communication to all ERC members requesting expressions of interest to join the ERCSC.
2. Expressions of interest should be accompanied with a short resume describing the candidate's past activities in the ERC and their reason why they want to join the ERCSC. The above document should not exceed one page.
3. All ERC members who have responded to the communication will be considered as "candidates" for the open positions, after staff have verified that they meet the requirements below.

Requirements for valid candidacy

1. The candidate shall have served on ERC interview panels on at least 4 occasions in the immediately preceding 2 years.
2. The candidate shall preferably represent an engineering discipline not already represented on the ERCSC.
3. The candidate should have actively attended / participated, on average, in at least two out of the six (6) ERC business meetings during each year of their ERC membership.
4. ERCSC members whose term expires at the time, may apply for re-appointment provided that their re-appointment would not extend their service beyond the maximum tenure established in the ERCSC Terms of Reference.
5. If there are more candidates than positions open or available after satisfying the above conditions for selection/appointment, the ERC Chair shall direct PEO support staff to conduct an election amongst the competing candidates by forwarding their short resumes to the ERCSC membership.
6. Where elections are held, the process shall whittle down the candidate numbers according to the votes cast to the number of vacancies available to be filled on the ERCSC at that time.
7. In case of any ties, the appointment decision will be made by the ERC Chair, the ERC Vice-Chair and the Immediate Past-Chair, with preference given to new candidates instead of retiring members who wish to continue, unless the retiring member is involved with critical work at the ERCSC that cannot be interrupted or set aside.