

# HUMAN RESOURCES PLAN - 2021

## Volunteer Leadership Conference Planning Committee (VLCPC)

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| <b>Committee:</b> <i>Volunteer Leadership Conference Planning Committee (VLCPC)</i> | <b>Plan Year:</b> 2021                          |
| <b>Committee Review Date:</b> <i>September 2020</i>                                 | <b>Date Council Approved:</b> November 20, 2020 |

| Categories  | Target / Ideal<br>(To meet the needs of the Committee)  | Current in Place   | Gap<br>[ST = Short-term Goal<br>LT = Long-term Goal] |
|---|---|--|--|
| <b>Core Competencies</b><br><i>[See Appendix A]</i> <ul style="list-style-type: none"> <li>Skills</li> <li>Abilities</li> <li>Expertise</li> <li>Knowledge</li> </ul> | <ul style="list-style-type: none"> <li>Key objectives and core competencies are listed in Appendix A</li> </ul>   | <ul style="list-style-type: none"> <li>See Appendix A</li> </ul>                       | No gaps  |
| <b>Committee Membership</b>   | 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   |
| <b>Broad Engagement Career Stage</b>  | 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<br>Representation from diverse ethnical backgrounds  | 4 males and 1 females  | No gap<br>LT – ethnical representation/diversity     |
| Geographic Representation   | Preferably diverse geographic representation  | 3 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   |
| <b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>List potential development opportunities</li> </ul>   | <ul style="list-style-type: none"> <li>Advancement to Chair/Vice Chair.</li> <li>Lateral moves to another committee/task force.</li> </ul>  | <ul style="list-style-type: none"> <li>Member self-identified future plans.</li> </ul> | N/a  |
| <b>Succession Planning</b> <ul style="list-style-type: none"> <li>Time on Committee</li> </ul>  | Not applicable as members are representatives of other committees.  | <ul style="list-style-type: none"> <li>0 to 5 years = 5 members</li> </ul>             | Not applicable                                       |
| <b>Terms of Office:</b> <ul style="list-style-type: none"> <li>Chair/Vice Chair</li> </ul>  | <ul style="list-style-type: none"> <li><b>Chair / Vice Chair:</b> Maximum of 3 consecutive years, subject to annual renewal.</li> <li><b>Members:</b> Committee members are appointed for a one-year term, from June to August of the following year to allow a proper transition. Committee members may</li> </ul> |  |  |

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| <ul style="list-style-type: none"> <li>• Committee members</li> </ul> | be re-appointed but shall retire from the committee for at least six (6) years after six (6) 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>   |
|--|---|
| 1. Identify and select conference themes and topics consistent with the mandate.   | <ul style="list-style-type: none"> <li>- Good knowledge and understanding of PEO policy, governance issues, regulatory process and leadership development with regulatory focus.</li> <li>- Prior PEO Committee / Chapter experience preferred.</li> <li>- Ability to Initiate recommendations for change preferred.</li> </ul> |
| 2. Develop the conference program by contributing expertise as well as chapter and committee perspectives.   | <ul style="list-style-type: none"> <li>- Conduct volunteer needs assessment, understand training and development concepts.</li> <li>- be familiar with training resources and methodologies.</li> <li>- Project management skills and ability to implement training plans preferred.</li> </ul>                                 |
| 3. Source and solicit speakers / facilitators and approve proposals.   | <ul style="list-style-type: none"> <li>- Conduct research and communicate the volunteer training needs and conference objectives to potential speakers / facilitators.</li> <li>- Review and approved proposals from potential speakers / facilitators.</li> </ul>  |
| 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"> <li>- Work collaboratively with the speaker / facilitator and make recommendations on the conference activities and their outcomes.</li> </ul>   |
| 5. Develop a follow-up survey to the participants and a Summary Report.  | <ul style="list-style-type: none"> <li>- Conduct analysis, summarize results and follow up with recommendations.</li> </ul>   |

#### Comments