

# WORK PLAN - 2021

## Volunteer Leadership Conference Planning Committee (VLCPC)

|  |  |                                    |                               |                  |
|--|--|------------------------------------|-------------------------------|------------------|
| Approved by Committee: <i>October 2020</i>   |  | Review Date: <i>September 2021</i> |                               |                  |
| Approved by Council: November 20, 2020       |  | Approved Budget [2021]: <b>TBD</b> |                               |                  |
| <b>Mandate [as approved by Council]:</b>     | 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 leadership development with a regulatory focus.  |                                    |                               |                  |
| <b>Equity and Diversity Awareness</b>        | <ol style="list-style-type: none"> <li>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? <b>YES</b></li> <li>2. Is each task/activity being done in an equitable manner and engaging diverse groups? <b>YES, the multi-cultural calendar was considered when scheduling the conference date.</b></li> <li>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? <b>NO, persons with disabilities and food allergies were appropriately accommodated.</b></li> </ol> |                                    |                               |                  |
| <b>Tasks, Outcomes and Success Measures:</b> | <b>Part 1: Activities – VLCPC Terms of Reference</b>   |                                    | <b>Current status (Date):</b> | <b>Due date:</b> |
|  | 1. Identify and select conference themes and topics consistent with the mandate.<br><br><i>[Refer to Responsibility 1]</i>   | <i>In progress</i>                 | <i>December 2020</i>          |                  |
|  | 2. Develop the conference program by contributing expertise as well as chapter and committee perspectives<br><br><i>[Refer to Responsibility 2]</i>  | <i>In progress</i>                 | <i>January 2021</i>           |                  |
|  | 3. Source and solicit speakers / facilitators and approve proposals.<br><br><i>[Refer to Responsibility 3]</i>   | <i>In progress</i>                 | <i>February 2021</i>          |                  |
|  | 4. Coordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and<br><br><i>[Refer to Responsibility 4]</i>   | <i>Ongoing</i>                     | <i>April 2021</i>             |                  |
|  | 5. Contribute to the development of a conference evaluation survey.<br><br><i>[Refer to Responsibility 5]</i>  | <i>Ongoing</i>                     | <i>Ongoing</i>                |                  |
|  | 6. Develop a follow-up survey to the participants and a Summary Report.  | <i>In progress</i>                 | <i>July 2021</i>              |                  |

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**Volunteer Leadership Conference**  
**Planning Committee (VLCPC)**

| Tasks, Outcomes and Success Measures: | Part 2: Activities – General Operations   | Current status (Date): | Due date:             |
|---------------------------------------|---|------------------------|-----------------------|
|                                       | 1. <i>Prepare an Annual Report for 2020 to be presented at 2021 PEO AGM.</i>  | <i>In progress</i>     | <i>Feb-March 2021</i> |
|                                       | 2. <i>Monitor and ensure VLCPC webpage is up-to-date.</i>   | <i>Ongoing</i>         | <i>As requested</i>   |
|                                       | 3. <i>Elect Chair and Vice-Chair for 2021.</i>  | <i>In progress</i>     | <i>July 2021</i>      |
|                                       | 4. <i>Prepare, approve and submit for approval to Council for approval an VLCPC Roster for 2022.</i>                                    | <i>In progress</i>     | <i>September 2021</i> |
|                                       | 5. <i>Prepare, approve and submit for approval to Council an VLCPC Work &amp; HR Plan for 2022.</i>                                     | <i>In progress</i>     | <i>September 2021</i> |
| <b>Inter-committee collaboration:</b> | Advisory Committee on Volunteers (ACV)<br>Regional Councillors Committee (RCC)<br>Other committees and task forces reporting to Council |                        |                       |
| <b>Stakeholders:</b>                  | PEO Council / Committees and Task Forces / Chapters<br>Other agencies and organizations   |                        |                       |