

TERMS OF REFERENCE

Operational Committees

1. PURPOSE

The committees' purpose is to support the chief executive officer in achieving the purposes of Engineers Canada, to serve the regulators, to promote and maintain the interests, honour and integrity of the Canadian engineering profession, by completing assigned charges. Committee members are expected to maintain awareness of issues pertaining to their work in order to assist the chief executive officer in horizon-watching.

2. AUTHORITY

2.1. The committees have authority to:

- a) organize themselves to complete their charges,
- b) request additional staff resources,
- c) create working groups to complete tasks within the committee year,
- d) deal directly with regulators and other stakeholders¹

2.2. The committees have no authority to:

- a) speak on behalf of the chief executive officer or Engineers Canada,
- b) change policies or official position statements, or
- c) spend or commit funds, other than funds which are specifically allocated.

3. COMMITTEE COMPOSITION

3.1. Composition and selection of members

The chief executive officer will appoint a chair and vice chair, and assign a practice lead.

In consultation with the chair, practice lead and vice president, the chief executive officer will determine the number of members and the expertise required to complete the charges.

Individuals with expertise and interest may be invited to serve as members on committees. Consideration will be given to balanced representation and linkages; as

¹ Ensuring that there is a clear distinction between exploratory discussions and official positions.



much as possible, membership will reflect the diversity of the engineering profession (gender, ethnicity, size of the regulator, consulting vs. employee engineer, stage in the engineers' career, region, etc.).

Members may include Board members, volunteers, Engineers Canada staff, regulator staff, representatives of stakeholder groups and consultants.

3.2. Filling vacancies

Vacancies may be filled in mid-term to ensure expertise and capacity.

3.3. Term of service

Committee appointments are for one year terms to a maximum of five (5) years. Chair and Vice-Chair appointments are for a term of two years with a maximum of one term. Members may be reappointed at the discretion of the chief executive officer, balancing the need for continuity with the need to refresh the committee. Appointments are effective September 1.

3.4. Observers and experts

Observers and experts may be invited on an *ad hoc* basis to assist the committees.

3.5. Reporting

Committees may be asked to provide an annual report to the chief executive officer by September 15.

Committees may provide periodic reports such as directional advice or notice when a charge has been completed or when the committee determines that it will not achieve one or more of its charges.

3.6. Records

Committee records shall be maintained by the assigned practice lead.

3.7. Expenses

Committee members are authorized to incur expenses related to committee meetings in accordance with Board policy 7.1 Board, committee and other volunteer expenses.

3.8. Conflict-of-interest disclosure

Members must declare conflicts of interest prior to discussions or at any time a conflict of interest or potential conflict of interest arises.

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions



related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting, or put the decision to the committee on whether they should absent themselves.

