

Chapter committees

Formation of subcommittees

How are chapter committees (subcommittees) formed?

- All chapter sub-committees are established by properly constituted motions (meeting with quorum, mover and seconder, majority vote)
- It has the benefits of task delegation and makes executive meetings more manageable in terms of time.
- The subcommittee chair (can be elected or appointed) is therefore authorized by the Chapter Chair to appoint or recommend members to serve. Such members do not need to be member of PEO (although preferred). Do not need to attend executive meetings, just committee meetings will suffice.
- The committee chair can be either a P.Eng. or EIT, unless there is perceived conflict of interests.
- For example: it will be odd for an EIT to be chair of the LAP subcommittee.
- More info committee formation may be described in the chapter's by-laws.

***A committee's performance will determine the vitality, the effectiveness,
and to a large extent, the value of a chapter to its members.***

Function and Organization

What is the general purpose of a chapter committee?

- To provide assistance for the executive in managing the chapter.
- To provide opportunities for chapter members to take an active part in the specific affairs of the chapter, and in contrast to with PEO as a whole.
- It has the benefits of task delegation and makes executive meetings more manageable in terms of time.

How are chapter committees classified?

- According to their specific purpose;
 - administrative
 - project/program e.g. NEM subcommittee
 - study/working e.g. climate change subcommittee
 - liaison e.g. GLP subcommittee

Administrative Committees are those that are chiefly concerned with chapter operation and administration. They are of particular importance to the smooth running of the chapter.

Who is responsible for these committees?

- Chapter Chair is the ultimate responsible person for any committees within the Chapter
- Each classification should be the responsibility of a specific Chapter Executive member.

- For example, one administrative committee could be a budget and finance committee, of which the Treasurer would normally be a member. Likewise, the Vice-Chair is often placed in charge of the project/program committee. This may be altered to suite the chapter's own workforce and local conditions.

What is the life-span of a committee?

- It depends if it is a standing or special committee (aka task group):
 - Standing (permanent) committees continue year after year, although individual members may change.
 - Special committees are usually given specific tasks with short life-spans and are disbanded when the tasks are complete.

How many committees should a chapter have?

- There is no limit.
- This will vary across chapters; i.e. chapters with smaller memberships may have the option of having only a few committees because they may be able to combine functions to a greater degree than a larger chapter.

Other than a P.Eng. & an EIT, Who can be on a chapter committee?

<i>Can an engineering student (often a representative from ESSCO) be on a sub-committee of a chapter?</i>	Yes.
<i>Can a non-P.Eng. be on a sub-committee of the chapter?</i>	Yes.

Types of Chapter Committees

Administrative Committees

What are common examples of Administrative Committees?

- Constitution and By-Laws
- Budget and Finance
- Chapter Nominating (Elections)
- Audit
- Attendance

Project/Program Committees

What do project/program committees do?

- This group of committees is usually created to undertake a specific task or project, e.g., tours and technical talks.
- Some activities can be related to the administrative group.
 - For example, a program committee, while recommending policy with respect to chapter meeting programs and events, may also arrange for speakers and make meeting arrangements themselves or through other subcommittees.

What are common examples of Project/Program committees?

- Program
- Public Relations and the Media
- Meeting Arrangements
- Career Guidance/Chapter Education

Study/Working committees fulfill one of the basic purposes of the original Chapter System – communication between members and Council.

Study/Working Committees

It is here that the special problems of PEO can be studied by members, and where members' opinions and ideas can be solicited and prepared for input to various bodies.

What do Study/Working Committees do?

- They study specific problems of the chapter, a congress, or PEO itself.
- They may be appointed to newly recognized problems or to areas of concern suggested by Council.
- Good examples of appropriate study/working groups would be those dealing with one or more of the PEO's Objects, or those undertaking studies of PEO issues (e.g. the report of the Task Force on Discipline and Enforcement).

How are recommendations of the Study/Working Committees used?

- Their recommendations are usually presented to: the Chapter Executive for a decision, to a Regional Congress, a Regional Councillors Committee, or one of the PEO committees and task groups established through PEO headquarters.

What are common examples of Study/Working Committees?

- Special Issues
- Member Survey
- Discipline and Enforcement
- Admissions
- Strategic Plan Issues
- Role of Chapter
- Role of Congress

Project/Program Committees are particularly important in maintaining a high interest level, both in the chapter and in the community.

Liaison Committees

Liaison Committees promote cooperative relationships with other chapters, technical societies, professional organizations and community groups.

What are common examples of Liaison Committees?

- Relations with other chapters and societies
- Public bodies
- Certificate presentations

Why is it important to have a Liaison Committee that promotes inter-chapter relations?

- To keep in touch with the activities of other chapters and to arrange joint activities and visits; inter-chapter visits and joint activities and meetings should be encouraged across the Chapter System.