

Essential Purposes of a Chapter

#	Essential Purpose	High Level Description	Specifics
1	Presence	Enhance public awareness for the engineering profession in the local community.	Events (seminars/ workshops, National Engineering Month, Science fairs, EIT, debates, etc.); Educational outreach (primary, secondary, & post-secondary schools); Chapter scholarships; Certificate presentations; Community (public) outreach; Mentorship; Public communications, Chapter Government Liaison Program; etc.
2	Communication	Facilitate two-way communication with the license holders and PEO Council.	Events (regulatory, seminars/ workshops, EIT, debates, tours, etc.); Certificate presentations; Chapter meetings; Chapter AGM; Chapter communications; Regional Congresses; Subcommittees; Chapter Government Liaison Program; etc.
		Report non-compliance issues.	
3	Grassroots Participation	Promote participation of license holders in Chapter and other PEO activities. Encourage license holders to take an interest and participate in PEO Governance (i.e. voting in PEO elections, conversations, coming out to town hall meetings, asking questions, etc.).	Events (regulatory, social, sporting, seminars/ workshops, National Engineering Month, Science fairs, EIT, debates, etc.); Certificate presentations; Chapter meetings; Chapter AGM; Chapter communications; Licensure Assistance; Regional Congresses; Subcommittees; Chapter Government Liaison Program; PEO Events; Education outreach; etc.
4	Recognition	Recognition of individuals for their support of the profession.	Service pins, FEC, Order of Honour Service Awards, etc.
		Recognition of firms for their support our chapters and of the profession.	Appreciation Plaques, Certificates, Awards, No cash awards to firms, etc.
		Recognition of chapters for exceptional leadership and programming.	Recognition certificate, etc.
5	Governance	Encourage professional engineers to participate in regulatory roles at PEO.	PEO events (AGM, Regional Congresses, CLC, Conferences, etc.); Debates; Seminars/ workshops; Subcommittees; etc.
		Encourage professional engineers to participate in enforcement and discipline activities at PEO.	For example: improper use of the professional engineer title (sending to the enforcement email address).

Activity Alignment with the Essential Purposes of a Chapter

Core Activities: Mandatory

Activity	Description	Minimum number per year	Alignment with Essential Purposes
Business Plan	Provide business plan for funding requirement and facilitate the development of PEO budget for the upcoming year	1 (absolute, not a minimum)	2
Business Reporting & Examiner	Provide reporting to the membership and PEO for actual money spent of the past fiscal year	1 (absolute, not a minimum)	2
Chapter Certificate Presentations	Timely presentation of new P.Eng. Certificates	1	1, 2, 3
Chapter AGM	Annual general meeting of all members of the chapter	1 (absolute, not a minimum)	1, 2, 3, 4, 5
Chapter Communications & AGM Notice	Could be a newsletter, e-blasts, etc. 1 communication per year must be a notification to all members of the upcoming chapter AGM and chapter election.	2	2, 3
Chapter Executive Meetings	Normal business meeting of the Chapter Executives	4	2, 3
Chapter Website Updates	Update contents to ensure current information on Chapter website	6	1, 2, 3, 4, 5
Supporting Core Activities	Costs associated with running the chapter (administrative: supplies, bank fees, etc.), purchasing necessary computer and technology related items		1, 2, 3, 4, 5

Optional Activities: A Chapter must conduct a minimum of 2 *Optional Activities* per year. Below is a suggested list of *Optional Activity* types.

Suggested Activities	Description	Alignment with Essential Purposes
Chapter Annual Party	Networking with chapter members/ thanking the Executives for their volunteering services	3, 4
Chapter Scholarship - Supplemental	These are scholarships strictly fundraised by the chapter. It does not include funding provided by the PEO Scholarship Program.	1
Debate	All candidates debate (for PEO elections, etc)	1, 2, 3, 5
EIR Function	Events to recruit/ promote Engineers-in-Residence (EIR) from/to chapter EIT and P.Eng. The program matches P.Eng. and EIT with a high school or elementary school in their community to promote engineering in the classroom. Note: EIR volunteers will receive training and materials at no cost to the chapter.	1, 3
EIT Function	Networking for EIT with P.Eng. and other EIT, information sessions, etc.	1, 2, 3
National Engineering Month	Celebrate engineering during the month of March	1, 3, 4
Networking Event	Membership networking opportunity	3

Suggested Activities	Description	Alignment with Essential Purposes
PEO Function	PEO AGM, Chapter Leader Conference (CLC), Volunteer Leader Conference (VLC), etc. Although these are allowable activities, whether a volunteer is reimbursed must be decided through a Chapter Executive vote; an approved decision / a carried motion to reimburse is required prior to any expenditures.	3, 5
Regulatory Seminar/ Workshop	Town hall meetings, etc	2, 3
Science Fair	Chapter participation in science fairs (judging, prizes, etc)	1, 3
Seminar/ Workshop	Technical, public issues, social issues, educational, investment, symposium	1, 2, 3, 4, 5
Social Event	Membership networking opportunity	3
Sponsorship (Giving)	Fundraise with a specific purpose to sponsor charities	1
Sport Event	Membership networking opportunity	3
Subcommittee Meeting	This is for planning meetings ONLY . This does not include the actual events / activities held by a subcommittee.	2, 3, 5
Tour	Plant visit, facility visit	3, 4
Other	Other ideas that your Chapter has for activities that support the Essential Purposes of a Chapter	

Other Activities & Funding: Optional

Activity	Description	Funding Dep't	Alignment with Essential Purposes
Education Special Project Funding	Education related events that require additional non-allotment funding. For example: FIRST Robotics	Funded by EDU	1, 3
Government Liaison Program (GLP)	Building relationships with provincial parliamentary elected officials	Funded by GLP	1, 2, 3
Licensure Assistance Program (LAP)	PEO only covers the initial and final guides & interns group meet and greet. Other LAP expenses (such as individual guide-intern meetings) are not reimbursable by the Chapter, nor by PEO.	Funded by PEO	1, 2, 3
RCC Special Project Funding	Funds your Chapter has requested & received from the Regional Councillors Committee for Special Projects	Funded by RCC	
Sponsorship (Receiving)	Funds obtained from external sources, resulting from sponsorship or fundraising	External to PEO	1, 4
Other	Could be: discretionary funds granted to your chapter by your Regional Congress; other sources of income not captured elsewhere in the Business Plan & Annual Report		

PEO Scholarship Program

		Funding Dep't	Alignment with Essential Purposes
PEO Scholarship Program	PEO will provide each Chapter with \$1,000 to go towards scholarships for grade 12 graduating student(s) who has(have) enrolled into a CEAB-accredited Ontario engineering program. PEO pays the students directly and as such the funds are not transferred through Chapter bank accounts. To participate, indicate on the Business Plan worksheet and fill out the appropriate form.	Funded by PEO	1