

Guideline on Invitations to Chapter Events

Date: 18 January 2016

Intent

The intent of this guideline is to provide assistance to chapters when they are issuing invitations for chapter events. This guideline also remains the same regardless of the chapter event type - chapter events can either be public (where members of PEO and the general public are present) or private (only PEO members are in attendance).

Chapter events

Chapter events are those organized by the chapters for members of PEO and may also include the general public depending on the event type. Chapter events can be, but not limited to, Licence Presentation Ceremonies (LPC), Chapter Annual General Meetings (Chapter AGM), Town Hall meetings or symposiums, etc.

Invitation Guideline

Chapters have complete autonomy on running events listed on their business plans as approved by the Regional Councillors Committee (RCC). Staying within their allotted budget notwithstanding, inviting guests to chapter events and allowing guests to give greetings help enhance the overall event's image and prestige. This is certainly encouraged but not mandated.

During event planning, among the usual invitees, the chapter should also consider inviting both the senior and junior Regional Councillors of their respective region to their chapter event. The Regional Councillors are the elected representatives of the region on PEO Council and they are knowledgeable individuals on current PEO matters.

While the chapter may wish to extend complimentary invitations to these guests, the decision is entirely the chapters. If the chapter cannot absorb the cost due to budgetary constraints, it is to note that all Regional Councillors, the President, Past President and President Elect, and senior staff of PEO have the ability to expense the attendance cost of the event back to PEO. In that case, please ask them to pay for the event using the normal payment method; issue them a receipt so that they can claim the money back from PEO. Please note the ability to expense meeting attendance cost is only available to the above mentioned group.

As for any other invited prestigious guests (like external guest speakers, politicians, town and city Councillors etc.), it is common courtesy that the chapter should extend complimentary invitations to them and write off the cost as part of the overall meeting costs. It is not recommended for the chapter to ask these guests to pay out of pocket.

Speaking Guideline

Giving greetings is a good way to get your external guests involved and give your event more prestige. As a rule of thumb, you should always ask your external prestigious guests to give greetings as it helps them feel more welcomed and involved in the event.

With PEO invited guests however, we suggest that you follow the *PEO Representation Hierarchy* below. Instead of having a long queue of guests giving greetings on behalf of PEO, we suggest from best practices that the chapter pick the highest ranking PEO guest to give greetings on behalf of the

Association. With the highest ranking at the top of the hierarchy, the following list shows, in descending order, who should give greetings on behalf of PEO and PEO Council at chapter events.

PEO Representation Hierarchy

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| <p>a. <u>Presidents</u></p> <ul style="list-style-type: none">i. Presidentii. President-electiii. Past President <p>b. <u>Vice Presidents</u></p> <ul style="list-style-type: none">i. Elected Vice Presidentii. Appointed Vice President <p>c. <u>Regional Councillors</u></p> <ul style="list-style-type: none">i. Regional Councillors (<u>of</u> the region)<ul style="list-style-type: none">1. Senior2. Juniorii. RCC chairiii. Regional Councillors (<u>from other</u> regions)<ul style="list-style-type: none">1. Senior2. Junior | <p>d. <u>Councillors-at-large</u></p> <p>e. <u>Lieutenant Governor Appointee to PEO Council (LGA)</u></p> <ul style="list-style-type: none">i. PEO Member LGA to PEO Councilii. Layperson LGA to PEO Council <p>f. <u>Staff</u></p> <ul style="list-style-type: none">i. Registrarii. Deputy Registrars and Chief Administrative Officeriii. Directorsiv. Managers |
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Note:

- To use the *PEO Representation Hierarchy* above, please select only one PEO speaking delegate to give greetings on behalf of the Association.
- Chapter event organizers should allocate time in the meeting agenda for the PEO speaking delegate to give greetings; it is suggested that 5 minutes would be an appropriate length for a greeting on behalf of PEO and PEO Council.

Participation at Licence Presentation Ceremonies (LPC)

- Most chapters now adopt the practice of having a “receiving line” when giving out P.Eng. licences to newly licensed professional engineers.
- The “receiving line” has been shown to have a positive effect on the overall quality of the license presentation ceremony.
- The “receiving line” usually consists of a mix of different guests that may include the chapter chair, the CPC subcommittee chair, external guests, PEO guests, and other dignitaries attending the event. The exact composition of the “receiving line” is at the chapter’s choosing.
- When considering who should be at the “receiving line”, the chapter should consider having both Regional Councillors present first among other dignitaries. Staff of PEO should be considered last to avoid having an excessively long “receiving line”.
- While it is not mandatory, it is generally agreed (among our chapters) that the chapter chair should be the one handing the P.Eng. licence certificate to the recipient.
- A LPC is a chapter function. Chapter chairs (or designate) and both regional councillors should be present in the receiving line. Invited guests are not to be prohibited from participating in the receiving line, when it is appropriate to do so. They should however, not be in the receiving line in lieu of chapter chairs (or designate) and/or both regional councillors.