



## 30 by 30 Committee Terms of Reference

### I Purpose

To support Engineers Yukon by:

- a) Planning and delivering activities and communications consistent with Engineers Canada's national vision on women in engineering for the benefit of the public, the profession and organizations where engineers are employed.

### II Committee Goals

- b) For Yukon, work toward raising the percentage of newly licensed engineers who are women to 30% by the year 2030.
- c) Promote benefits and contributions to be made in the engineering profession for female students and potential female registered engineers with a view to benefit the individual and the profession.
- d) Proactively and positively advertise the engineering profession in a way to encourage female participation.
- e) Raise the profile of the engineering profession in the community and to female engineers.

### III Committee Activities

- a) Plan and organize the required activities leading up to events: liaise with relevant groups, school administrators, teachers and organizations where engineers are employed.  
Make presentations about the engineering profession, opportunities in the engineering profession and other associated engineering topics in the Yukon.
- b) Plan and organize the activities related to the program goals, coordinate with the Communication Committee on media-related activities, organize event and recruit volunteers.
- c) Alone and in conjunction with the Outreach Committee, plan, organize and participate in outreach activities such as career fairs, presentations and meetings of youth groups.
- d) Reach out to other 30by30 committees to benefit and share experience and ideas.
- e) Meet monthly (or more frequently when necessary) to plan and organize the events; and,
- f) Submit an annual budget request to carry out the business of the Engineers Yukon 30 by 30 Committee.



## IV Structure and Operations

- a) Council appoints a member of Engineers Yukon as the Chair for a three-year period. The Committee shall supply Council with recommendations. Nothing precludes the same person from serving more than one three-year period as Chair if Council agrees.
- b) Council shall decide who will act as Liaison between the Committee and Council.
- c) The Committee members shall serve at the pleasure of Council.
- d) If Council has any guidance or direction for the Chair and the Committee including that of the committee's mandate, Council shall explain and discuss it with the Liaison, or in the absence of a Liaison the Committee Chair, who will take the information to the Committee for action.
- e) The Committee Chair and/or Liaison shall report to Council on a monthly basis. There is a standing item on the Council meeting agenda for updates from all Committees.
- f) The Chair of the Committee will provide a written report on the previous year's activities by January 31<sup>st</sup>, to be included in the AGM package for members.
- g) The Committee members should represent a broad spectrum of the Engineers Yukon constituency.
- h) The Chair of the Committee will represent the Committee to its counterpart at Engineers Canada, subject to approval by Council.
- i) No member of the Committee shall communicate on behalf of Engineers Yukon unless they receive prior approval from Council.
- j) All external communications must receive approval by Council before release.
- k) Non-members of Engineers Yukon may be included on the Committee at the discretion of the Chair.
- l) The Committee may create sub-committee(s) as required, subject to approval by Council.

***Approved by Council: March 14, 2017***