



History Committee Terms of Reference

I Purpose

To develop a plan to research and document the history of engineering in Yukon and to identify engineers that are prominent in this history.

II Committee Goals

The three main goals of the project are:

- a) Informing the general public of Yukon engineering history, and of prominent members of the profession from the past, with a view to demonstrating the role that engineering has played in Yukon's development;
- b) Promotion of the profession of engineering with youth by showing the role our profession has played in Yukon society; and
- c) Providing members of the profession with a vehicle for general interest in their profession.

III Committee Activities

- a) To identify engineering projects in Yukon's history that are worthy of documentation;
- b) To identify prominent engineers in Yukon's engineering history that are worthy of documentation;
- c) To identify the priorities of the research and documentation project;
- d) To apply for funding grants to assist the Association in documenting and distributing the published information to the target audiences;
- e) To select and retain researchers to complete the history projects;
- f) To supervise the work of the researchers and ensure that quality products are produced; and
- g) To carefully and responsibly manage the funds available for the history project.



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 31st, 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