



C. CHAPTER ORGANIZATION

i. GLP Chapter Chair

Each chapter is expected to designate a GLP Chair with responsibility for overseeing the integration of chapter involvement in the program, managing chapter activities, and reporting on the results to the chapter board, congresses and RCC. A list of the Chapter GLP Chairs is maintained by the Chapter office at PEO. The GLP Chair will oversee the chapter GLP Committee. The chapter GLP committee can consist of as little as one member (e.g. just the GLP chair) with responsibility for overseeing the chapter's government liaison activities.

"The GLP Committees have responsibility for overseeing the integration of chapter involvement in the program, managing chapter activities, and reporting on the results to the chapter executive and PEO."

- **Jeannette Chau**, P.Eng., Manager, Government Liaison Programs

The following are the terms of reference for the GLP Committees:

1. The organizational structure must be consistent with the rules and responsibilities for chapters and chapter committees as outlined in the *Chapter Executive Manual*.
2. It is the responsibility of each chapter's executive to determine the size, structure and term.
3. Meetings can be held on an ad hoc or formal basis for the purpose of discussing the status of the chapter's activities following the general principles of a chapter subcommittee.
4. In order to be representatives of PEO to MPPs, members of the GLP committee must either be a Professional Engineer or an Engineering Intern (EIT).



Primary responsibilities of the GLP Chair are as follows:

- a) **OVERSIGHT.** To advise on, coordinate and lead the chapter's participation in government liaison activities.

The GLP Committees are to operate as the centre of the chapter's government liaison activities, with responsibility for identifying engagement activities, spokespersons and managing the day to day contact, events and associated expenses.

- b) **IDENTIFYING OPPORTUNITIES.** To follow protocol and guidelines to handle offers to participate in local events with MPPs.

It is the responsibility of the GLP Committees to determine the best opportunities to engage MPPs and to track these activities.

- c) **COORDINATION.** To coordinate interaction between chapter and local MPPs (invitations, chapter representatives, meeting logistics, tokens of appreciation, official correspondence, etc.).

This is a critical function for the GLP Committees because the correspondence between the chapter and the MPP will shape the relationship going forward.

- d) **RECRUITMENT.** Recruit Chapter members to participate in the program.

A set of recruitment criteria has been established in identifying the best candidates to serve as government spokespersons for the program. These recruitment criteria are included in the GLP Committee Manual.

- e) **CONTACT INFORMATION.** To maintain contact and other important information for local MPPs and other key contacts, such as political/constituency staff.

Again, how the GLP chapter records this information is up to themselves. Whichever system that is used should make it easy for the chapter to access and update its records in the future.



- f) **BUDGETING.** Monitor and control expenditures in accordance with the budget assigned.

The chapter's government liaison budget is predetermined by PEO's head office. However, the budget spending is to be managed by the Chapter's GLP Committee.

- g) **REPORTING.** Reporting is a key function of the program in order to be able to measure the scope of the engagement activities and define success.

A GLP Scorecard was launched in 2017. Now referred to as the GLP Activity Report, it is a report that should be compiled by September, so that the chapter can be recognized at the Annual Queen's Park MPP reception.

To ensure consistency across the chapters, GLP Committee's reports should include updates on contacts made, events organized and attended by chapter representatives, issues that have surfaced during the GLP activities, and expenses incurred.

Reporting by the GLP Committees should occur on the following basis:

- a. *Quarterly reporting to the chapter executive*

Reports to the chapter executive should include:

- ◇ *A summary of meetings held.* Details regarding discussions held with MPPs, the perceived interest of the MPP, any concerns or red flags raised, and anything else that is relevant to the program.
- ◇ *Any follow-up action required.* Documentation to be forwarded to the MPP as requested, issues identified that should be raised with the GLC, subsequent meetings to be held to continue the discussions, etc.
- ◇ *Update on budget spending.*

- b. *Annual reporting at the chapter AGM of GLP activities*

A summary of the GLP activities should be reported as part of the AGM chapter annual report to the membership.