

CEQB ENGINEER-IN-TRAINING COMMITTEE

TERMS OF REFERENCE

1 PREAMBLE

The CEQB struck a committee in April 2001 to develop a national Engineer-in-Training (EIT) program. This committee solicited and worked with volunteers to develop a working draft of the national EIT guideline. The CEQB EIT Committee was stood down at the CEQB meeting in September 2002. Subsequently, the CEQB established an EIT Review Task Force at the September 2002 meeting to oversee and report on the consultation process for the draft EIT Guideline. The EIT Review Task Force was stood down at the April 2005 meeting of the CEQB after completing its mandate of finalizing the *National Guideline for Engineer-in-Training Program*. The CCPE Board of Directors reviewed and adopted the EIT guideline at the May 2005 Board meeting.

The CEQB established the EIT Committee at the April 2005 meeting as a result of recommendations developed by the EIT Review Task Force identifying student-related and additional EIT-related work both with a national interest.

2 OBJECTIVES

The EIT Committee will enable the CEQB to deal effectively with student-related and EIT-related issues for the benefit of the profession. It will strive to enhance the relationships that currently exist among the constituent associations/ordre and between the constituent members and the CEQB in support of the student and EIT activities carried out across the country.

Specifically, the committee will fulfill roles in three key areas:

Communication

The Committee will provide a formal communication link between the CEQB and the constituent members with respect to student/EIT issues. This will allow the student/EIT program officials to present and discuss their issues at the national level while, at the same time, enabling the CEQB to provide input and receive important feedback from the constituent members regarding programs and initiatives developed to support student and EIT activities.

Coordination

The Committee will encourage the constituent members to facilitate discussion of their issues at the national level for the benefit of each and for the benefit of the profession as a whole. The Committee will coordinate these discussions through student/EIT program officials meetings and will ensure that agendas reflect the priorities and concerns of the constituent members, specifically, the student/EIT program officials' community, as well as those of the CEQB. The Committee will coordinate student/EIT program initiatives with other CEQB standing committees to help promote interest and involvement by students and EITs.

Advice

The Committee will serve as a resource for the CEQB to provide advice on student and EIT issues. Specifically, the CEQB may request advice from the Committee with respect to the priority of issues, the relevant considerations to be addressed, and to what extent other parties might be involved in addressing the issues. The Committee will also serve as the body that will study and make recommendations on issues delegated to it by the CEQB.

3 STATUS AND AUTHORITY

The EIT Committee is a standing committee of the CEQB of the CCPE and as such will report to the CEQB.

Contracts with outside agencies involving financial commitments require the prior approval of the CCPE chief executive officer. The EIT Committee has the authority to invite and/or engage experts, and undertake regional consultations to assist it in carrying out its mandate. Any expenditure that will result in exceeding the yearly budget set for the Committee must be approved by the CEQB prior to being initiated.

3.1 Functions and Responsibilities

The functions and responsibilities of the EIT Committee are:

- to act as a liaison between the CEQB and the student/EIT program officials to facilitate communication among the constituent members and, also, between the CEQB and the constituent members. Although the Committee reports directly to the CEQB, it is accountable to the student/EIT program officials of the constituent members in terms of reporting back to them on the progress of issues;
- to address and coordinate student and EIT issues identified by the constituent members or by the CEQB;
- to make recommendations to the CEQB on how identified issues should be addressed and to identify future needs in the area of student and EIT programs;
- to report to the CEQB at regular CEQB meetings; and
- the CEQB representative attending the student/EIT program officials meetings will be an EIT Committee member.

4 MEMBERSHIP AND ORGANIZATION

The EIT Committee membership will consist of:

- a Chair – CEQB member;
- one other member from CEQB;
- three members from the permanent staff actively involved in student/EIT programs from three different constituent associations/ordre; and,
- a member from CCPE staff.

The Committee members, including the Chair, are appointed and re-appointed by the CEQB executive in consultation with the CCPE staff member on the Committee. Member terms are at the discretion of the CEQB executive but there is no maximum period. The CEQB executive appoints the association permanent staff officials in consultation with the appropriate constituent association/ordre authority who will provide a recommendation bi-annually or as required. The Committee Chair and the CCPE staff member will be responsible for planning and organizing Committee meetings and agendas.