

## **E.I.T Committee Terms of Reference**

### **I Purpose**

To support Engineers Yukon by:

- a) ensuring Engineers in Training (EITs) understand and meet the requirements for licensure;
- b) providing support to EITs and newly-licensed Engineers during the licensing process;
- c) providing opportunities for EITs and newly-licensed Engineers to connect with other licensed Engineers for mentorship and professional development.

### **II Program Goals**

- a) Support EITs through the licensing process.
- b) Determine and respond to challenges faced by EITs and newly-licensed Engineers in the Yukon.
- c) Develop and maintain a mentorship program for EITs and newly-licensed Engineers in the Yukon.
- d) Identify and provide opportunities for peer networking and mentorship.
- e) Build a sense of community among EITs and newly-licensed Engineers in the Yukon.
- f) Collaborate with other Engineers Yukon committees and other young professional groups

### **III Committee Activities**

- a) Plan and organize events and/or activities aligned with the Program Goals;
- b) Develop and maintain resources for EITs and newly-licensed engineers;
- c) Identify opportunities for mentorship, provide support and volunteers to mentorship programs or events;
- d) Meet regularly to plan and organize the events; and
- e) Submit an annual budget to carry out the committee activities.

### **IV Structure and Operations**

- a) Council appoints a member of Engineers Yukon as the committee chair for a two-year period after considering recommendations provided by the committee.  
Nothing precludes the same person from serving more than one two-year period as chair if Council agrees.
- b) Council decides who acts as liaison between the committee and Council.
- c) Committee members serve at the pleasure of Council.
- d) If Council has any guidance or direction for the chair and the committee including that related to the committee's mandate, Council explains and discusses it with the liaison (or



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with the committee chair in the absence of a liaison) who takes the information to the committee for action.

- e) The committee chair and/or liaison reports to Council every month.
- f) The committee chair provides Engineers Yukon with a written report on the previous year's activities by January 31, to be included in the AGM package for members.
- g) Committee members should represent a broad spectrum of the Engineers Yukon membership. Non-members of Engineers Yukon may serve on the committee at the discretion of the chair.
- h) The committee chair represents the committee to its counterpart at Engineers Canada, subject to approval by Council.
- i) Committee members shall not communicate on behalf of Engineers Yukon unless they receive prior approval from Council.
- j) All external communications must be approved by Council before release.
- k) The committee may create sub-committee(s) as required, subject to approval by Council.

***Approved by Council on May 1, 2020***