

1.0 NAME

Indigenous Professionals Initiative Committee (IPIC).

2.0 PURPOSE

The purpose of the IPIC is to recommend to Engineers Geoscientists Manitoba's (hereto referred to as the Association) Chief Executive Officer means by which the Association may achieve *End E-5.1* "increasing indigenous membership".

3.0 SCOPE

Improve opportunities for young Indigenous Manitobans to enter the profession of Engineering or Geoscience (*End E-5.1*) by;

- Identifying and developing strategies to remove barriers to access for education, student support, licensure, and industry support for Indigenous engineer's and geoscientists;
- Implementing the approved recommendations; and
- Advising, assisting, supporting, and advocating on the Indigenous Professionals Initiative as a whole, which includes, but is not limited to, the development of an environmental scan and strategic plan.

3.1 Authority

The IPIC is a committee that works under the direction of the Chief Executive Officer or his designate; it is accountable to and takes direction from the CEO to meet the mandate of *End E-5.1*.

The achievement of *End E-5.1* is guided by the work of the Indigenous Professionals Initiative Coordinator who works within the Association to ensure that practitioners in the professions reflect the diversity of the public.

3.2 Membership

The committee shall be made up of a minimum of the following eight (8) members:

- Chair;
- Vice-chair;
- Elder;
- CEO staff designate;
- Four (4) members-at-large; and
- Stakeholder representatives.

The members of the Committee are solicited from Association membership, recommended by committee members, and appointed by the Chief Executive Officer. It includes representation from all eligible and current members in good standing with the Association and includes representation from other departments within the Association.

It also includes representation from outside the Association to include government representatives (Federal and Provincial), education institutions, First Nation community groups and an appointed Elder.

The Chair and Vice-chair of the Committee is elected by current committee members. The Vice-Chair will assume the duties of the Chair in the Chair's absence, or when requested by the Chair.

All the members of the Committee are appointed for two-year terms renewable for up to three consecutive terms. The Chair is appointed for a one-year term, renewable for up to three consecutive terms. The Chair of the Committee will rotate on an annual basis, based on members interest.

The CEO staff designate (the Indigenous Professionals Initiative Coordinator) acts as facilitator, resource person for the committee, serves as an ongoing member of the group, and as staff support to the committee.

3.3 Meetings

The IPIC meets at least six times per year. The times and locations of the meetings are at the call of the Chair and CEO staff designate, with frequency increasing as the level of activity or issues arising increases.

The proposed agenda of meetings is established by the Chair and CEO staff designate and distributed to committee members at least three working days in advance of a meeting. A quorum consists of a simple majority of voting members.

Members can forward agenda items to the Chair and CEO staff designate no later than three working days before the meeting. Matters requiring significant time or resources to address may be dealt with outside of the meeting and reported against at the next meeting.

Minutes of the meetings are recorded by Association staff, reviewed by the Chair, then distributed at least one week prior to the next meeting. Copies of the minutes and attachments are maintained at the Association offices.

3.4 Performance

The Chair of the Committee will monitor the performance of members on an on-going basis to ensure that the objectives are completed in a reasonable time period and at reasonable cost. The performance of the Committee is reviewed annually by the Chief Executive Officer in consultation with the Chair and CEO staff designate.

The Committee will schedule meetings, conduct pertinent activities, and communicate as required to fulfil tasks as identified by the Committee; and upon completion of a specific task, the Indigenous Professionals Initiative Coordinator will provide an update to Committee members.

3.5 Reporting

The IPIC is responsible to and takes instructions from the Chief Executive Officer. The Committee provides an annual report of its activities to the Chief Executive Officer for inclusion in the Association's annual report to the membership to provide updates on the progress of the Initiative.

3.6 Budgets and Finances

The IPIC has a budget for its own operation. The Indigenous Professionals Initiative Coordinator will provide a draft budget to the Manager of Finance by May 1 of each year for subsequent approval. The Committee is responsible to the Chief Executive Officer for adherence to its budget.

The budget should include all anticipated costs such as meeting expenses and will include the estimated cost for lunch, materials, meeting room costs, research activities, and attendance at other meetings, conferences, etc.

3.7 Conflict of Interest

Committee members will be asked to declare any conflict of interest prior to commencing work on a project or activity related to the committee. Where a conflict exists, the individual will be expected to recuse themselves from participation on such project or activity.

4.0 **EXPECTED OUTCOMES**

The expected outcomes of the Indigenous People's Initiative Committee will be determined by committee and must include evidence of progress toward achieving the purpose stated above.