

# Young Professionals Committee Terms of Reference

---

## **Mandate**

The mandate of the Young Professionals Committee (the “Committee”) is to support the Board of Directors in attracting and retaining young professional members, who are defined as individuals aged 18-36.

The Committee is a standing committee of, and reports to, the Board of Directors.

## **Composition**

The Committee consists of:

- at least six members, who shall not also be members of the OACETT Board of Directors, another OACETT Board committee, or another OACETT Board entity.
- the Chair of the Committee who is the Board of Directors Young Professionals Committee representative, and must be Certified as that is a requirement to serve on the Board of Directors as per Article 3.1.1 (a) (iii) of OACETT’s By-law 20.

At least two thirds of the Committee will be composed of members within the age range (18-36) of young professionals.

## **Authority**

The Committee may initiate investigations or studies of matters that reflect on young professional members, or such other matters as deemed appropriate by the Board of Directors.

The Committee may obtain expertise and assistance from external Marketing, Governance or other third-party advisors as required to assist in the execution of Committee responsibilities. Use of these services, along with associated costs and contractual obligations shall be reported to the Board of Directors periodically.

The Committee shall act within budget requirements established by the Board. The budget for projected activities for the following year’s Committee shall be submitted as required to the Board of Directors.

## **Duties and Responsibilities**

The Committee shall review and evaluate existing strategies, policies, programs and activities in terms of their effectiveness in engaging young professionals, in meeting the needs and interests of young professionals and in attracting young professionals.

The Committee shall recommend new strategies, programs and activities designed to appeal to young professionals, to increase their engagement and to motivate them to become and /or remain members.

The Committee will liaise with other committees and Board entities to support the considerations of young professionals within all committee activities.

The Committee shall submit a report to the Board of Directors on its activities annually.

The Committee shall carry out such other duties to fulfil its mandate and duties as may be delegated by the Board of Directors.

#### **Review of Terms of Reference**

To be reviewed annually by the Young Professionals Committee and every five years by the Board of Directors.