

SES Leadership Committee Terms of Reference

A. Purpose and Objectives

A description of the overall purpose of the committee, task force or development team.

The purpose of the SES Leadership Committee is to help our members become avid builders of the community and to progress the leadership of the SES within the organization. The activities of the SES Leadership Committee are critical to the organization to ensure SES volunteers have the resources they need to ensure that the SES is successful.

B. Deliverables

The items, results, or outcomes to be produced or achieved by the Committee include:

Deliverables of the SES are:

- The SES Leadership Committee plan for the year
- An orientation package for new volunteers of the SES (at the executive and committee level)
- Volunteer recruitment for the SES
- Volunteer retention for the SES including volunteer recognition
- The completion of the SES AGM
- Training Program

C. Membership

Describes the structure of the Committee membership.

Membership of the Leadership Committee shall include a minimum of one executive member (one of either the President or Vice-President), and other volunteers of the SES who have chosen to serve the Leadership Committee.

D. Duties, Authority, Responsibilities

Describes the duties, responsibilities and authorities of the Committee.

Identifies the control measures that will keep the committee or task force on track.

Describes the plan of action for the project to meet objectives.

The Leadership Committee is responsible to the SES Executive for the following Work Breakdown Structures. All duties, authority and responsibilities are outlined in the Work Breakdown Structure's document.

- Leadership Committee Planning
- New Member Orientation
- Leadership Training for the Executive
- Leadership Training for SES Members
- Volunteer Recruitment and Retention
- AGM Preparation

SES Leadership Committee Terms of Reference

- AGM
- Training

E. Administrative Support

Identifies who will provide administrative support to the Committee.

All documents created by the leadership committee will be given to the Governance committee for filing into the SES database.

F. Meetings

Describes the frequency of meetings and who has the responsibility to call meetings. Lists mandatory agenda items.

The leadership committee shall meet monthly or as required by the duties of the committee.

G. Records

Identifies what records will be generated and who will maintain them.

The leadership committee shall record notes at each meeting which states decisions, rationale and actions. The chair of the Leadership Committee will be responsible for ensuring the notes are created and distributed.

The leadership committee shall write event plans and reports for each event facilitated. The event planner will be responsible for completing the project plan and report and distribution of the documents to the SES executive.

H. Strategic Plan Goals

Describes the project goal in terms of cost, schedule and quality, as a minimum. Any overall objectives should also be stated here.

All activities of the SES must work towards meeting the objectives of the SES's strategic plan. Below is a description of how the Leadership Committee will meet the objectives of the strategic plan:

- Vision: the leadership training offered by the Leadership Committee will contribute to creating competent professionals
- Mission: the Leadership Committee will assist in professional development by providing leadership training for volunteers and SES members
- Strategic Goals: the Leadership Committee will use their volunteer package to effectively expand the SES's volunteer base and create well prepared volunteers. Having an orientation package will allow volunteers to quickly become productive within the SES. More volunteers in the SES will increase member awareness, member participation and member satisfaction.
- Strategies: the Leadership Committee will directly address the SES strategy of volunteer recruitment and retention as per the activity's work breakdown structure.