



**Professional Geoscientists of Ontario (PGO)  
PGO Past Presidents' Advisory Committee (PPAC)  
Terms of Reference (ToR)**

**Status:**

The Past Presidents' Advisory Committee is a Standing Committee to satisfy the mandate outlined below. The operational term of the Past Presidents' Advisory Committee is open-ended.

**Mandate:**

The Past Presidents' Advisory Committee (herein the "Committee") is a committee formed by Council to help preserve the institutional memory/knowledge of PGO and take advantage of the experience of its Past Presidents after their term of office has been completed. The mandate of the Committee is to provide advice and guidance to Council on an ad hoc or as-requested basis.

**Composition/Organization**

- All of the past presidents of PGO Council may participate in the Committee.
- At Council's discretion, PGO Council may remove a past president of PGO from this Committee.
- The Chair of the Committee will be the current Past President.

**Additional Clause:**

- a) To provide oversight or guidance to the committee, the following individuals may attend or may be invited to attend any committee meeting in a non-voting, ex-officio capacity:
- i) The President or Chair of Council;
  - ii) The PGO CEO; or
  - iii) Other members of staff
- b) Unless approved by the Committee Chair, no more than one member of staff (not including the CEO) may be present at a meeting of a committee.
- c) Quorum does not include staff or other guests.

**Functions and Responsibilities**

The functions and responsibilities of the Committee include:

- Advise PGO Council on policy and procedural matters, ad hoc or as requested.
- Provide support to Council by evaluating potential nominees for the awards that Professional Geoscientists are eligible to receive for excellence in professional practice, etc.

## **Outcomes and Deliverables**

- Report to Council, either in writing or in person, at least once a year.

## **Training Requirements**

Committee members shall attend training provided by PGO, as well as by Committee Chairs at such times as those Chairs shall determine, for committee members to help them carry out their roles and responsibilities effectively.

## **Operational Considerations**

- Meetings of the Committee will be held at least once a year.
- Recommendations and decisions of the Committee will be by consensus to the extent reasonably possible;
- When consensus is not achievable, a majority of votes shall determine the outcome, as per Bourinot's Rules of Order, which governs the meetings of members, Council and committees of Professional Geoscientists of Ontario as per its By-Law #1A. Section 6.05

## **Authority**

- The Committee is an independent committee reporting to Council through the current Past President.
- The Committee has no authority to set policy or make decisions. It acts solely in an advisory capacity to Council, who will set policy and make decisions as required.
- One or more Committee members may be invited by the Past President to attend Council meetings to provide input or advice on a particular topic.
- Committee members in attendance at Council meetings will be invited guests and have no voting authority.

## **Review**

The Governance Committee shall review the Terms of Reference of the Past Presidents' Committee next in 2025 and at least once every three years thereafter, or as mandated by the Council.

## **Reference**

Professional Geoscientists Act

## Version Control

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>
1.1	Governance Committee	March 23, 2023	Incorporated the update to decision-making process approved by Council
1.2	Governance Committee	May 23, 2024	Incorporated the amendments approved by Council
<b>1.3</b>	Governance Committee	<b>May 21, 2026</b>	Incorporated the amendments approved by Council