

National Engineering Week – Ontario Steering Committee
(NEWOSC – established 1992)

Terms of Reference

1.0 PURPOSE

The NEWOSC shall be an unincorporated partnership established to promote and support in Ontario, the objectives of “National Engineering Week” in Canada, namely:

- 1.1 To increase public awareness of the role of engineering and technology in society;
- 1.2 To encourage young people to consider engineering and technology as their careers of choice;
- 1.3 To facilitate and promote public and private sector support for science, technology and engineering education.

2.0 RESPONSIBILITIES

The NEWOSC shall:

- 2.1 Represent Ontario at the national level for planning and co-ordination of the annual National Engineering Week activities;
- 2.2 Provide support, including limited financial assistance, communications and co-ordination for annual Engineering Week activities organized by various groups throughout Ontario (to be called Engineering Week Organizers – EWO). EWOs are regional groups or individuals affiliated with the Founding Organizations plus engineering student groups, technical societies and others;
- 2.3 Develop guidelines for, and conduct annual fundraising activities in the corporate and public sectors to meet NEWOSC budget requirements;
- 2.4 Develop and fund public communications programs and promotional materials for province-wide Engineering Week.

3.0 ORGANIZATIONAL STRUCTURE

- 3.1 NEWOSC currently operates as a non-profit unincorporated partnership of organizations sharing a common purpose.

3.2 NEWOSC shall be comprised of two members of each Founding Organization listed below. Additional representatives may be appointed from time to time by Committee consensus. Each member shall have one vote.

OSPE	Ontario Society of Professional Engineers
PEO	Professional Engineers Ontario
CEO	Consulting Engineers of Ontario
OACETT	Ontario Association of Certified Engineering Technicians and Technologists

3.3 Each of the Founding Organizations shall pay an annual fee.

The Annual Founder Fees for the 2006/2007 Fiscal Year are:

OSPE	\$5,000
PEO	\$5,000
CEO	\$3,000
OACETT	\$3,000

3.4 The Ontario Science Centre (OSC), one of the largest event venues of Ontario's Engineering Week shall be an associate NEWOSC Founding Organization. OSC shall be entitled to appoint one non-voting representative to the Committee and shall be recognized as a Founding Organization in NEW publicity materials.

3.5 The following positions are to be appointed:

Chair: to be appointed by the Committee for a term of two years; consideration to be given to rotating the chair among the Founding Organizations

Vice-Chair: to be appointed by the Committee

Treasurer: to be appointed by the Committee

Secretary: to be appointed by the Committee

3.6 The Committee shall appoint signing officers for cheque issuing purposes.

3.7 Only the Chair, or his or her designate with the approval of the Committee, may bind the Committee contractually and then only with the prior consent of the Committee.

3.8 A quorum shall be a simple majority of the voting members.

- 3.9 NEWOSC shall meet a minimum of three times per year and additionally as called by the Chair.
- 3.10 NEWOSC shall set policy. These policies can include, but are not limited to:
- addition of new Founding Organizations
 - annual level of Founder Fees
 - changes to the Terms of Reference

4.0 POWERS & LIABILITY

- 4.1 As an unincorporated entity, NEWOSC can offer limited legal protection or indemnification to its members. In some cases liability rests with the Founding Organizations that appoint representatives to NEWOSC.
- 4.2 NEWOSC has the power to:
- maintain a bank account, and to receive and issue cheques, in its name;
 - solicit donations from corporations, government, associations, and individuals for carrying out its non-profit activities;
 - to hire contract employees;
 - to co-operate and contract with other non-profit organizations or agencies which share a common purpose; contracts require the approval (by motion) of NEWOSC and are to be executed by the Chair or his/her designate.

5.0 FINANCES

The fiscal year shall be June 1 to May 31. The finances of the committee shall be administered by the Treasurer who shall:

- 5.1 Maintain a bank account in the name of NEWOSC; all cheques issued by NEWOSC to bear the signature of two authorized signing officers of which one must be a voting member of the Committee;
- 5.2 Keep appropriate books and records of all receipts and disbursements on behalf of the Committee;
- 5.3 Prepare an annual budget for approval by the Committee;
- 5.4 Report to the Committee as requested on all financial matters;
- 5.5 Submit an annual financial report to the Committee;
- 5.6 Seek approval from the officers to invest surplus funds that may arise from time to time from the annual operations budget;

6.0 SPECIAL PROVISIONS

- 6.1 NEWOSC will endeavour to maintain a reserve of at least equal in size to previous year's contractual and potential financial obligations excluding event and program expenditures;

- 6.2 Upon dissolution of the partnership, the residual assets of NEWOSC after payment of all legitimate claims will be distributed to the Founding Organizations proportional to their annual fee at the time of dissolution;
- 6.3 The members of NEWOSC shall serve without remuneration but shall be entitled to claim their direct out-of-pocket expenses;
- 6.4 Any Founding Organization that leaves the partnership relinquishes its claim to the residual assets;
- 6.5 Any new organization that wishes to become a Founding Organization must be approved by the current Founding Organizations and agree to remit an annual fee as negotiated with NEWOSC from time to time;
- 6.6 Any Founding Organization has the right to review NEWOSC's financial records on 10 days notice.