



## TERMS OF REFERENCE

1. **Name:** **Software Engineering Advisory Group**
2. **Type:** **Advisory Group**
3. **Reporting Relationship**
  - 3.1 The members of the Advisory Group are appointed by the Director, Professional Practice, Standards, and Development.
  - 3.2 The Advisory Group reports to the Director, Professional Practice, Standards, and Development.
4. **Purpose**
  - 4.1 To provide advice to Engineers and Geoscientists BC on relevant matters related to Software Engineering in BC.
5. **Authorities of the Advisory Group**
  - 5.1 The Software Engineering Advisory Group may make recommendations to Professional Practice, Standards, and Development staff on matters related to its purpose.
  - 5.2 The Software Engineering Advisory Group may at times be called upon to provide feedback to Council, other committees/advisory groups or external organizations in the form of stakeholder consultations, but may not take positions for Engineers and Geoscientists BC on external matters.
  - 5.3 The Software Engineering Advisory Group may at times be called upon to provide advice on enforcement actions that would assist the Legal, Ethics, and Compliance Department.

## **6. Function/Deliverables**

- 6.1 To assist Engineers and Geoscientists BC in the preparation of policies that describe the scope and applied definition of Software Engineering in the province. This should include guidance to inform Engineers and Geoscientists BC understanding of the various Software Engineering related job titles and how they are used in industry
- 6.2 To assist Engineers and Geoscientists BC in the preparation of strategic initiatives to inform industry and its professionals of policy changes related to the practice registration of Software Engineering professionals
- 6.3 To provide advise to Engineers and Geoscientists BC regarding the registration process for Software Engineering professionals
- 6.4 To review applicable professional practice guidelines, quality management standards, and Engineers and Geoscientists BC registrant guides and provide suggestions for amendments, updates and revisions as necessary.

## **7. Budget**

- 7.1 Except as set out above and as allocated in the Association's annual budget, the Advisory Group has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.

## **8. Membership**

- 8.1 Six or more registrants of the Association, preferably with Software as a declared field of expertise; and
- 8.2 If deemed necessary by the Advisory Group, a maximum of two non-registrants of the Association as representatives of other regulatory or certification bodies; and
- 8.3 If deemed necessary by the Advisory Group, a maximum of two non-registrants as representatives of other Software Engineering industry bodies; and
- 8.4 Must be comprised of between six and nine persons.

## **9. Terms of Office**

- 9.1 Appointments are normally two years and renewable twice, unless the Director, Professional Practice, Standards and Development, deems it appropriate to extend beyond the normal terms in accordance with the Engineers and Geoscientists BC approved term length policy.
- 9.2 Any Advisory Group member who is absent from three or more consecutive Advisory Group meetings shall be removed from the Advisory Group, unless an excuse is provided and accepted at the discretion of the Director, Professional Practice, Standards and Development.

## **10. Selection of Officers**

- 10.1 The Chair is selected by the Advisory Group, annually.

## **11. Quorum**

- 11.1 The majority of the members of the Advisory Group.

## **12. Frequency of Meetings**

- 12.1 Meetings at least 4 times per annum, or more often, if required, at the call of the Chair.

## **13. Conduct of Meetings**

- 13.1 The Advisory Group meets or adjourns as it sees fit, including meeting by any combination of Advisory Group members attending in person or by Electronic Means.
- 13.2 On occasion, the chair and/or the Staff Support may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. Advisory Group members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Advisory Group. A consent resolution is deemed to have been achieved if
- a) there are no negative votes,
  - b) there are no calls for in-person discussion, and
  - c) the number of support votes is equal to or greater than the number required for a quorum.

In the case where a member so requests, the motion is not carried, but instead brought forward for consideration at a subsequent meeting of the Advisory Group. In the case of an urgent matter, this may occur at a special meeting conducted by Electronic Means where the normal requirements for a quorum will prevail. Any motion so carried is considered to take effect immediately and is recorded in the minutes of the subsequent meeting.

#### **14. Minutes**

- 14.1 Minutes of the Advisory Group are the responsibility of Engineers and Geoscientists BC staff.

#### **15. Periodic Reporting and Review of Terms of Reference**

- 15.1 The Advisory Group shall review its Terms of Reference on an annual basis and as requested by the Director, Professional Practice, Standards and Development, submit verification of its review to the Director, Professional Practice, Standards and Development.

#### **16. Staff Support**

- 16.1 Staff lead – Practice Advisor, Professional Practice
- 16.2 Staff support – Administrative Assistant, Professional Practice

**APPROVED BY DIRECTOR:**

**APPROVED BY CEO & REGISTRAR:                      October 8, 2019**  
**(Alternative: Reviewed by Committee with no changes recommended: September 26, 2019)**

**APPROVED BY DIRECTOR:                                      January 4, 2021**