**Transport Canada Young Professionals Network**

**Terms of Reference**

**Approved July 22, 2020**

1. **PURPOSE**

The purpose of the Transport Canada Young Professional s Network (TC-YPN) is to provide a forum to promote a sense of community for new public servants, that generates innovation and develops employee skills and abilities to advance their career objectives. The Young Professionals Network represents the perspectives and priorities of young professionals within Transport Canada.

1. **OBJECTIVES**

The TC-YPN has three objectives:

* *Networking:* to promote a sense of community by connecting Transport Canada employees with each other, across the Department and across Canada;
* *Collaborating*: to provide employees with a forum where they can share ideas and foster an innovative environment at TC; and,
* *Learning*: to promote opportunities for learning through the coordination and development of TC-YPN initiatives and by highlighting opportunities from other initiatives/departments.
1. **GOVERNANCE**

***2.1 Network***

The TC-YPN is open to those in the first fifteen years of their career in government.

The distribution list and participation in TC-YPN activities is open to any young professional in the department, no formal membership is required.

***2.2 Steering Committee***

The TC-YPN Steering Committee is responsible for the operation and management of the network, including:

* + Managing the TC-YPN email and social media;
	+ Engaging with the department and other professional networks;
	+ Coordinating with regional young professional networks at TC;
	+ Representing the priorities and perspectives of young professionals; and,
	+ Organizing and executing TC-YPN initiatives and events.

The Steering Committee includes Steering Committee members, at least 2 Co-chairs, a Treasurer and is supported by a Champion. The Steering Committee will endeavor to meet once a month. The quorum for a meeting of the YPN Steering Committee will be met with a minimum of 4 people.

***2.3 Steering Committee Members***

Steering Committee members are required to have the consent of their supervisor to be a part of the TC-YPN. Steering Committee membership solicitation will be on an ad-hoc basis.

Steering Committee Members must apply and be elected. Elections will be held through use of an anonymous poll decided by Majority vote of Steering Committee Members. The vote will be individual (yes or no) for each applicant. Elections will be ad hoc when a person applies to become a Steering Committee Member. Steering Committee members do not have a fixed term. The Steering Committee should include members from directorates across the department.

***2.4 Volunteers***

Non-members of the Steering Committee (i.e., “volunteers”) are welcome to assist with TC-YPN initiatives and are only subject to the condition that they have the consent of their supervisor to provide assistance to the TC-YPN.

***2.5 Co-Chairs***
Co-Chairs are Steering Committee members. Co-chairs have additional responsibilities and require consent of their supervisor for the role change. There must be at least two Co-chairs at a time. Co-chairs must be elected by the Steering Committee. Elections will be held through use of an anonymous poll. The Co-chair position will be open to Steering Committee members prior to opening the position for outside applicants. Those interested in filling a co-chair vacancy will have a discussion with previous/current co-chairs to outline the roles and responsibilities of the co-chair position, prior to election by the Steering Committee. A Co-Chair must be re-elected after 2 years.

***2.6 Treasurer***

The TC-YPN will have a Steering Committee member responsible for tracking and reporting on the finances of the Network. This position will be elected by the Steering Committee.

1. **ROLES AND RESPONSIBILITIES**

The Steering Committee members are responsible for:

* Promoting the YPN’s objectives, events, and initiatives within their group/region;
* Attending and participating at Steering Committee meetings;
* Electing new members and filling positions;
* Developing and Approving which activities the TC -YPN will undertake; and,
* Volunteering to support TC-YPN activities (i.e., events, product development, etc.), including leading activities on a volunteer basis

Steering Committee Members leading activities are responsible for:

* + Organizing and executing the initiative, event, or project;
	+ Managing the Steering Committee members and volunteers supporting the activity;
	+ Reporting at least monthly to the Steering Committee to provide updates;
	+ Ensuring the Steering Committee can vote on the direction/ implementation of the activity at key stages;
	+ Coordinating with relevant groups outside of the TC-YPN, as needed (eg. Comms, Digital Services, Building Management);
	+ Implementing activities according to Transport Canada and TC-YPN guidelines.

The Co-Chairs are responsible for:

* Representing the TC-YPN and the Steering Committee within the department and other professional networks;
* Ensuring TC-YPN activities are carried out professionally and consistently;
* Ensure activities are consistent with Transport Canada and TC-YPN guidelines, including appropriate approvals;
* Tracking and reporting on TC-YPN activities to the Champion;
* Coordinating and chairing Steering Committee meetings;
* Ensuring Record of Discussions are available in a timely matter after meetings;
* Managing Steering Committee membership including membership solicitation and elections;
* Managing the TC-YPN email list and inbox; and,
* Approving documents and financial expenses

The Treasurer is responsible for:

* Tracking and reporting on the finances of the TC-YPN;
* Managing petty cash; and,
* Approving financial expenses.

The Champion is responsible for:

* Acting as an advocate for the TC-YPN;
* Soliciting senior management support; and,
* Providing guidance and support for the TC-YPN.

Volunteers are responsible for:

* Supporting the development/organization/execution of a particular TC-YPN activity.
1. **DISCLAIMER**

The Steering Committee is intended to be a flexible and adaptable network to meet the needs of young professionals at Transport Canada. The intent of this Terms of Reference is to guide the organization and governance of the TC-YPN, but it is not intended to constrain its development. All clauses may be applied, re-interpreted, or altered at the discretion of the Steering Committee.

There may be additional TC-YPN guidelines to adapt to the needs and circumstances of the TC-YPN.

**Annex A**

**Current Steering Committee Membership**