

Terms of Reference

Engineering Career Centre Advisory Council

Engineering Career Center

The Engineering Career Center (ECC) falls within the Schulich School of Engineering and is dedicated to preparing students for success in the workforce. With the mission of “all graduates of the Schulich School of Engineering will have the opportunity for engineering related work integrated learning”, the ECC supports students in building both professional skills and knowledge of career opportunities, fostering a life-long relationship with the Schulich School of Engineering.

Schulich School of Engineering

In the fall of 2015, the Schulich School of Engineering (SSE) launched its five year strategic vision *Energizing Engineering Leadership*.

Vision	Become the Canadian school of engineering recognized for our student success, our celebration of diversity and our leadership in research that makes a difference.
Values	Collaboration, Creativity, Kindness
Mission	By embracing emerging approaches to educating future engineering leaders and through pivotal research findings, the SEE will make a significant positive impact in discovering solutions to the complex problems facing our planet and society.
Strategic Goals	<ol style="list-style-type: none"> 1. Committed to student success <ul style="list-style-type: none"> • Supporting students • Teaching and learning excellence • Real-world student experience 2. Fostering diversity <ul style="list-style-type: none"> • Including all • Promoting health and wellness 3. Research that makes a difference <ul style="list-style-type: none"> • Leading research • Working in teams • Improving lives

ECC Advisory Council Roles and Responsibilities

Duties

ECC Advisory Council members will champion the engineering student experience and leverage their expertise to provide strategic counsel to the ECC. Specific duties as follows:

- Provide strategic guidance and advice to the ECC, and lend perspective to the current business, economic or social state in their respective academic, industrial or commercial background
- Participate in annual reviews of the Internship Program and the ECC activities
- Facilitate connections between ECC staff and key professional contacts in support of career prospects for students and partnerships with the SSE
- Support, participate in, and advocate for ECC activities where appropriate

Members

The ECC Advisory Council shall consist of no more than 22 members and no less than 6 members. Every year, the Council along with the ECC leadership, shall select one member representing industry to act as the Chair of the Council either through a confidential majority vote or through a nomination process. The individual selected for Chair must confirm their interest and ability to serve the role prior to starting the role.

Term

The normally expected term for members of the Council shall be two years. Members will be expected to participate in meetings regularly and support sub-committees, focus groups and ECC activities where appropriate. The Council term shall begin on the first day of April and end on the last day of March to align with the operating year of the ECC. Members of the Council may resign prior to completion of their term should personal or professional circumstances limit their ability to satisfy their duties. Any member of the Council that is not actively participating as a council member may be offered the opportunity to withdraw their membership.

Election/Renewal

Once per year, new members will be added to the Council with balanced representation being sought from each of the respective engineering departments, industry representatives both engaged with the Internship Program and those who are not, and students that have completed Internship and not participated in the Program. Members may be nominated through personal reference, recommendation, or renewal of existing members. Council membership will be approved by the SSE Dean.

Meetings

The Council shall meet at minimum four times within a calendar year.