

**Committee
Descriptions - Quick
Start**

Name of Committee/Task Force	Purpose of Committee	Meetings Annually	Typical Hours Committee Annually	Travel Involved	Desirable Skills/Knowledge	Typical number of members	Restrictions
Council	The governing body and board of directors of the Association responsible to manage and administer the affairs of the Association	10	150 hours + time for additional committee assignments (Executive Committee members would have additional	Most meetings at the AOLS Office; 3 other meetings held at other venues in Ontario	Strategic planning, HR management, fiscal management, Strong Communications, policy development, governance, survey practices	9 members of the AOLS (exclude staff ex-officio members, Surveyor General and Lay Councillors)	
Executive Committee	Addresses operational issues (e.g. personnel) and emergency issues if required and duties assigned by Council	8	16	None	See Council	5 members of Council	
Academic and Experience Requirements Committee	Oversees and administers processes and procedures addressing entry into the profession (e.g. sets requirements for articling, makes recommendations on educational requirements, arranges for and addresses applicant assessments, sets and administers examinations)	4 plus examinations	40	Generally meet at AOLS Office	Strong understanding of professional requirements, strong communications, strong knowledge of surveying and business practices, teaching/training experience is an asset	7 to 10 plus several assistants	Although not statutory, should have 2 years of experience as an AERC assistant
Fees Mediation Committee	This is a statutory committee that mediates and/or arbitrates complaints from the public regarding fees	2	8	not usually	Administrative Law, strong knowledge of business practices and estimating	a minimum of 3 beyond a LGA	Cannot be on Complaints or Discipline Committees
Government Relations Committee	Facilitates discussion with government and senior officials regarding matters of importance to the AOLS.	1	4	Toronto area	Political acuity, strong communication skills, strategic planning, marketing, knowledge of legislative processes	2 beyond Executive members and Surveyor General	
Legislation Task Force	Considers and drafts potential changes to the Surveyors Act and its regulations	8	35	travel to AOLS Office twice a year	Strong knowledge of the Surveyors Act and regulations, strong knowledge of surveying and business practices, experience in policy development,		8
Nominating Committee	This is a statutory committee (by regulation) required to attempt to nominate at least one member of the Association for each position to be filled by the Council elections each year	3	8	None	Well connected across the membership, assessment skills	Only 2, other than 3 past-presidents and a lay councillor	
Registration Committee	This is a statutory committee that holds hearings upon application where the Registrar has refused to issue or revoked, a license, certificate of registration or certificate of authorization or imposed conditions on these	2	8	Potentially to the AOLS Office	Administrative law, admittance standards	1 or more members of Council , 1 lay councillor, at least 3 other members	
Fair Fees for Field Notes Task Force	Task Force established to look into and make recommendations regarding fair fees for field notes/survey records	4	Ad hoc meetings		Understanding of business practices/costs; policy development skills	Currently 5 members from Council	
Complaints Committee	This is a statutory committee that performs a screening function, investigating and considering complaints filed	11	20 plus preparation time	Meetings typically held at the AOLS Office	Administrative law, broad knowledge of survey and business practices	at least 1 member of Council, at least 1 LGA plus at least 3 members (it is recommended that the Committee consist of at least 6 licenced members not appointed to Council)	Cannot be on Fees Mediation or Discipline Committees; must have at least 5 years of licenced experience
Discipline Committee	Hears and determines allegations of professional misconduct or incompetence	3 to 4	4 if not selected to be on a panel; if on a panel it could usually range from 8 to 24 hours	Meeting at the AGM with hearings typically held at the AOLS Office	Experienced in survey and business practices, Administrative Law, critical thinking skills	at least 1 member of Council, at least 1 LGA plus at least 4 members (it is recommended that the Committee consist of at least 16 members)	Cannot be on Fees Mediation or Complaints Committees; must have at least 5 years of licenced experience
Monument Protection Committee	This Task Force deals with the potential and real loss of survey monuments. There primary task has been completed.	2	4	None	Knowledge of construction practices, safety practices and monumentation standards	4 from the public sector and 3 from the private sector	

Professional Standards Committee	This committee maintains and develop standards of practice and provides advise to the membership and Council regarding standards and guidelines.	10	20	None	Strong knowledge of survey and business practices; knowledge of new and emerging technology; policy development, critical thinking skills	8; there is also a support group
Province Wide SRI Task Force	This Task Force will be moving towards committee status being responsible for the maintenance and enhancement of the PSRI and addressing members usage or non-usage.	4	12	None	Information management skills; knowledge of application development would be useful;	8
Survey Review Department Committee	This committee's prime responsibility is to review the practices/processes of the SRD and make recommendations for changes if necessary. They also perform post audit reviews which could feed into their considerations for change.	4	12	One face to face meeting annually at the AOLS Office	Knowledge of auditing procedures, policy development, management	7
Underground Utilities Committee	This committee initiate and pursues strategic activities that would improve public safety and the efficiency and safety of cadastral survey activities related to underground utilities	6	12	None	Knowledge of TSSA role and procedures, knowledge of regulated safety standards and practices, CSA standards, ORCGA Best Practices, and knowledge of sub-surface engineering practices	6
Continuing Education Committee	This committee develops the program of continuing education of members including assigning CPD hours.	4	12	None	Experience in survey and business practices, knowledge of curriculum development, experience in training, analytical skills.	10
Geomatics Recruitment & Liaison Committee	This committee encourages and assists primary and secondary students to select geomatics as a career	10	12	Attending outreach sessions	Marketing, Communications, strategic planning, an interest in working with youth and participating at school events or SHSM workshops	10
Expanded Profession Task Force	This Task Force provides advice to Council regarding issues of registered members. It is working to develop a value proposition for holding a C of R which could include full licensure.	4	12	Infrequent Face to Face meetings	Knowledge of the expanded profession, strategic planning skills, analytical thinking skills, communication skills.	6
Public Awareness Committee	This committee provides public awareness of the AOLS and assists other committees with communications	5	20	Attending outreach sessions	Communication and marketing skills. Willing to attend various events and trade shows to staff AOLS exhibits	10
University & College Liaison Committee	This committee provides outreach and assistance to universities and colleges with existing and potential geomatics programs to help ensure programs exist.	6	12	None	Education/training knowledge and skills, communications and marketing skills. Willing to act as a liaison between AOLS and identified universities and colleges	10
Website Maintenance Committee	This committee provides direction to the AOLS regarding the website. This includes policy and content.	4	12	None	Communication and marketing skills. Understanding of websites and associated technology.	8
Municipal Surveyors Committee	Provides advice to municipalities regarding surveying matters and advocates for best practices regarding municipal matters.	5	10	None	They are normally municipal employees managing surveying operations. Management, planning and communications skills.	12
AGM Planning Committee	Plans and oversees the AGM. Normally participants of the Task Force have roles at the AGM (e.g. chair, overseeing the exhibitors, hospitality).	6	16	AGM Venue and AOLS Office for two meetings; remainder by GoTo meeting	Planning and budgeting and communication skills	3
Archival and Historical Committee	Catalogues, displays, maintains, repairs, accepts and/or purchases archival equipment, documents, photographs and survey artifacts. Prepares and collects historical information about the Association and its member. Researches related matters and answers relevant, public inquiries.	6	24	Generally meet at the AOLS Office	Love of History, writing and research skills	10

Insurance Advisory Committee	Reviews claims and advises adjusters about potential settlements and defense. Provides advice to Council regarding insurance matters including funding formulas, appointment of brokers and adjusters.	4	24	Generally meet at the AOLS Office	Significant experience in business and surveying operations, analytical abilities, communication skills	6	Although not statutory, should not likely be involved with complaints or discipline
CPD Audit Committee	Reviews CPD entries on behalf of the Registrar in order to confirm compliance with O. Reg. 1026 Secs. 41 - 43	3	15	none	A clear understanding of the rules and procedures governing continued professional development within the context of the Code of Ethics	7 including the Registrar (ex officio)	