

**Electrical Contractors Association of Ontario (ECAO)
Future Leaders Advisory Council (FLAC)
Committee Handbook**

Table of Contents

1	Mission Statement.....	3
2	FLAC Committee Structure	4
2.1	Committee Purpose.....	4
2.2	Industry Representation	4
2.3	Limitations of Membership.....	4
2.4	Committee Member Selection	5
2.5	Committee Chairman.....	5
2.6	Committee Vice-Chairman	6
2.7	FLAC Life-Time Membership	6
3	FLAC Committee Expectations	7
3.1	ECAO Ambassador	7
3.2	FLAC Committee Meetings	7
3.3	FLAC Events	7
3.4	Maintaining Membership	7
4	FLAC Committee Member Acknowledgement.	8

Appendix A: Committee Member Application Form

1 Mission Statement

The Mission of the Future Leaders Advisory Council (FLAC) is to develop an informal communication network among electrical construction industry future executives up to 40 years of age, in order to:

- Promote networking relationships within the electrical construction industry.
- Develop a forum to establish industry contacts and business leads.
- Provide information and industry activities and opportunities that will enhance and profit the individual and their respective organization.
- Provide an opportunity for member organizations to invest in their employee's development through professional education and industry exposure.
- Develop leadership skills.
- Acting in the full scope as an Ambassador of the ECAO.
- Advise the ECAO Board of Directors of issues identified by the FLAC.

2 FLAC Committee Structure

2.1 Committee Purpose

The FLAC Executive Committee (Committee) is the organizing body within the FLAC, which focuses on the promotion, participation and ongoing development of the FLAC.

The Committee consists of individuals from the ECAO member organizations, who volunteer their time, expertise and motivation to the FLAC Mission. The members work together as ambassadors of the young ECAO membership, discussing up-to-date industry practices, trends and experiences, while developing professional and social opportunities to share information, network, continued education and community service.

The pool of FLACs would gain experience to be potential future ECAO committee members as part of the ECAO succession plan.

2.2 Industry Representation

Committee members are to be made up of representatives in the same manner as the composition of the ECAO Board of Directors. These include:

- Electrical Contractors (representative of Board Member structure)
- Electrical Contractors (representative of Line and Communications)
- Member of the ECAO Board Executive
- Industry Partners
- Representative(s) of local ECA's
- Affiliate Partners (Marsh)
- Ex-officios (ECAO Executive Director, Manager Labour Relations)
- FLAC Committee Coordinator (ECAO staff member)

2.3 Limitations of Membership

The Committee membership is limited to the same numbers and representation as the ECAO Board of Directors.

All members must be and remain an employee or owner of an ECAO member or industry organization.

Once established, all members of the FLAC and the FLAC Committee must be 40 years of age (inclusive) or younger.

2.4 Committee Member Selection

Committee Members are appointed by the current committee members through a Candidate Review Process.

1. Candidates are asked to submit an application together with an individual profile to the FLAC Committee Coordinator through their local ECA.
2. When appointing new Committee members, candidate applications will be reviewed at a scheduled Committee meeting.
3. The candidate(s) may be required to attend an interview with Committee Members to confirm the appointment.
4. Upon review of the candidate the Committee will provide a recommendation to ECAO for appointment to the Committee.
5. The FLAC Committee Coordinator will notify the Candidate and offer a seat in the Committee.

The Committee is to be composed of the appropriate representation of the ECAO Member Organizations as indicated in Section 2.2. During the candidate review process, the Committee members will maintain the representation requirements followed by the individual candidate's application.

Candidates with the following minimum qualifications will be considered:

1. An employee or owner of an ECAO member organization
2. 40 years of age (inclusive) or younger
3. Acknowledgement of Application by a supervisor and local ECA

2.5 Committee Chairperson

The Committee will appoint a Chairman who is a current ECAO contractor member. The Chairperson is responsible for guiding the Committee members through Committee meetings and leading the FLAC membership in the promotion of the FLAC Mission. The Chairperson is appointed as follows:

1. The current Committee members will be given a timeframe to present their interest to become Chairperson Candidates through silent communication to the FLAC Committee Coordinator.
2. The candidates are reviewed by the Executive members of the Committee and the current FLAC Chairperson, and a recommendation is presented to the ECAO Board of Directors for consideration and acceptance.
3. Upon approval of the Board of Directors, the ECAO President will formally offer the Chairperson seat to the candidate.
4. Term limit is 2 years, new chairs appointed at AGM.

In the event the appointed Chairperson turns 40 during their term of office, they can continue until the 2-year term expires.

A Chair who has completed a term will continue to maintain a seat in the FLAC Committee until he/she exceeds the FLAC limitations of membership.

2.6 Committee Vice-Chair

The Committee will appoint a Vice-Chair in the same manner as the Chair. The Vice-Chair role is to ensure representation of the Chair at Committee meetings and events in the event that the Chair is unable to attend. The Vice-Chair will support the Chair as needed to lead the Committee and the FLAC initiatives.

The appointed Vice-Chair is able to maintain the Vice Chair seat for the lesser of a one (1) year + option for one (1) additional year term from the time of appointment, or until the Vice-Chair exceeds the FLAC limitations of membership.

A Vice-Chairman who has completed a term will continue to maintain a seat in the FLAC Committee until he/she exceeds the FLAC limitations of membership.

3 FLAC Committee Expectations

3.1 ECAO Ambassador

The FLAC Committee's main goal is to promote the FLAC mission. All Committee members at all times, are expected to be: professional, role models, and actively involved in FLAC, ECAO and their corporate organizations with the interest in professional development, creating relationships, and promoting the electrical contracting industry.

3.2 FLAC Committee Meetings

The FLAC Committee conducts regularly scheduled committee meetings typically hosted at the ECAO head office or by invitation at a committee member's office. The meetings are important to the ongoing development of the FLAC as events, initiatives, and committee decisions are made at each meeting. It is expected that each Committee member attend a minimum of 50% of the meetings held each year.

The FLAC will attend 3-4 meetings of the ECAO Board of Directors, or every other ECAO Board meeting.

3.3 FLAC Events

ECAO and FLAC plans, hosts, and participates in approximately four (4) to five (5) events each year (i.e., ECAO Conference, AGM, industry trade shows, day at the races etc.) These events allow the FLAC members the opportunity to promote the industry and encourage friends, co-workers and colleagues to participate, network and learn through experiences and each other. It is expected that each Committee member attend a minimum of two (2) events each year. A component of the FLAC Mission is to give back to the community. Within the above noted event participation requirements each Committee member is expected to participate in a minimum of one (1) community-based event each year (i.e. speaker bureau, tree planting event, Skills Ontario, habitat for humanity build, ECAO committee member participation or local ECA Meeting speaker event, educational event etc.).

In order to implement events and initiatives generated by the FLAC Committee, the ECAO staff requires industry support and organizational assistance to ensure the event is planned and executed properly. This may involve the creation of a sub-committee or the request of a volunteer to assist the ECAO in implementing the event. It is expected that each Committee member actively assist in organizing at least one (1) event or participate in one (1) sub-committee each year.

3.4 Maintaining Membership

All current and appointed FLAC Committee Members can maintain a seat on the Council up to the FLAC limitation of membership. Once retired, FLAC Alumni will be added to the FLAC Alumni Group and are encouraged to participate in other ECAO initiatives including mentorship opportunities and participation in other ECAO Committees.

In the event that a Committee member is no longer able to fulfill the annual expectations as well as the professional demeanor of the FLAC expectations, the Council member will voluntarily advise the committee or be asked by the Council to step down from the seat and allow a new Council member to be appointed.

4 FLAC Committee Member Acknowledgement

I, the undersigned, have read and understand the above noted Electrical Contractors Association of Ontario - Future Leaders Advisory Council Committee structure, requirements and expectations.

I acknowledge my duties as a member of the FLAC Committee and confirm my involvement and commitment to the FLAC mission.

I acknowledge my intent to work together with the FLAC Committee members and the ECAO community.

FLAC Council Member Acknowledgement

Print Name

Signature

Date

FLAC Council Member Supervisor Witness

Print Name

Signature

Date

Electrical Contractors Association of Ontario Witness

Print Name

Signature

Date