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Bulletin Editorial Committee

Terms of Reference

Approved 2011-04-09

Purpose	To oversee the publication of the CDA magazine, the Canadian Dam Association Bulletin - the "Bulletin."
Term and Selection	The Committee Chair shall be appointed by the Board of Directors for a term of 2 years. The Chair shall be responsible for recruiting committee members, subject to acceptance by the Board.
Reporting	The Chair shall provide semi-annual written reports to the Board, outlining: <ul style="list-style-type: none">• Committee activities and deliverables in the period• Work plan and project expenditures for the upcoming period• List of committee members.

Mandate

1. Implement Board policies related to publication of the Bulletin.
2. Oversee paper and electronic publication of the Bulletin.
3. On behalf of the Board of Directors, manage the agreement with the company contracted to publish the quarterly Bulletin and which recovers costs through advertising.
4. Provide editorial oversight to articles (and other content) published in the Bulletin, including proofreading of all drafts.
5. Plan each issue, including solicitation of articles for publication, and ensuring bilingual content and communication within each issue as per Board's policy.

Conference Organizing Committee(s)

Terms of Reference

Approved 2014-06-26

Purpose	To plan, organize and manage the annual conference of the CDA.
Term and Selection	<p>A committee shall be formed for each annual conference. The Chair(s) shall be approved by the Board. Typically, members of the committee include:</p> <ul style="list-style-type: none">• Provincial director for the province in which the conference will be held• Executive Director <i>ex-officio</i>
Reporting	<p>The Chair(s) shall provide regular reports to the Board, as requested, and semi-annual written reports to the Board, outlining:</p> <ul style="list-style-type: none">• Committee activities and deliverables in the period• Work plan and project expenditures for the upcoming period• List of committee members.

Mandate

1. Implement CDA policies for Conferences generally consistent with the current Conference Organization Guidelines.
2. Plan and implement specific elements of the Conference:
 - a. Technical Program: in close collaboration with appropriate technical committees, identify conference paper presentations, panels, keynote speakers and in-conference working sessions that will provide valuable professional development and training
 - b. Workshop Program: in consultation with appropriate technical committees, identify topics and presenters for interactive workshops that will provide valuable, in-depth training
 - c. Social Program: identify and organize events to facilitate networking and to provide some local social, cultural or artistic flavour
 - d. Companions: consider organizing activities for companions that provide some local social, cultural or scenic experiences
 - e. Technical Tours: identify & organize tours of water dams, tailings and mining dams, dykes/levees or other control structures of interest to dam professionals.
3. Work with other CDA units – staff, contractors, technical, governance and operational committees – to assist them in achieving their mandates as they relate to the conference.
4. In cooperation with staff, ensure conference proceedings are made available in accordance with CDA policies.
5. In cooperation with the Executive Director, manage the finances of the conference with due diligence, consistent with Board policies and procedures.
6. After the Conference, assist in the review of and suggest enhancements to the Conference

Organizing Guidelines.

7. Deliver to the Board, within 6 months of a conference, a report on the conference, including recommendations for future organizers.

Dam Safety Committee

Terms of Reference

Approved - 2019-01-08

Purpose To act as a technical resource to develop guidance, position statements and communications related to dam safety matters, and recommend appropriate policies and actions to the Board of Directors.

Term and Selection The Committee Chair is appointed by the Board for a term of 2 years, with the term being renewable. The Chair shall be responsible for recruiting committee members, subject to acceptance by the Board. Members of the committee shall be selected for their qualifications and experience in the subject matter.

Reporting The Chair shall provide semi-annual written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming period
- List of committee members.

Mandate

1. Hold at least 2 meetings per year, at least one of which should be a face-to-face meeting.
2. Identify issues that are relevant and important to dam safety in Canada with implications for dam owners, dam practitioners, regulators and the public. Develop and follow strategies to seek consensus on resolution of issues, including collaboration with other CDA technical committees. Make recommendations to the Board when appropriate or necessary to establish and/or confirm CDA's position.
3. Provide stewardship of CDA publications and workshops related to dam safety, including the *Dam Safety Guidelines* and related Technical Bulletins. The stewardship shall include review, revision, quality assurance, stakeholder engagement, and communication.
4. Establish and provide oversight to working groups as required to fulfill a specific mandate as established by the Committee and outlined in a Terms of Reference approved by the Committee. Appoint a lead to help guide the working group, recruit membership, and report to the Chair on the status of their initiatives and on resourcing requirements. Dissolve the working group at the completion of the mandate as appropriate.
5. Develop and/or assess the value of external initiatives to CDA (including research and development projects) related to dam safety and make recommendations to the Board of Directors for CDA involvement.
6. Nominate (for Board approval) representatives for external committees or groups addressing issues related to dam safety. In the case of ICOLD technical committees, the Dam Safety Committee will provide input and recommendations on committee representation, as appropriate, to be nominated through the International Committee for Board approval.

Executive Committee

Terms of Reference

Approved 2014-05-27

Purpose	To perform the duties of and uphold the responsibilities of the Board between Board meetings, to improve the efficiency and effectiveness of CDA operations.
Composition	The President shall Chair the Executive Committee. The members shall consist of the President, Vice-President, Secretary-Treasurer, Past-President, and up to two other directors appointed by the Board at the Board's sole discretion.
Reporting	The Chair or his/her delegate shall report, at each Board meeting, on the Committee meeting(s) and actions since the previous Board meeting.

Mandate

1. Perform the duties of and uphold the responsibilities of the Board of Directors between Board meetings, subject to the limits set out in the following documents:
 - Governance Policies and Procedures approved by the Board of Directors, including Financial Management
 - Annual and strategic plans established by the Board
 - Annual budget approved by CDA members
 - Minutes of Board meetings.
2. Provide an opportunity for efficient and timely consultation and discussion, as the Officers carry out their responsibilities and implement Board decisions.
3. Be responsible for Risk Management, including regular review of the risk register.



CDA RiskTree.xlsx

Finance Committee

Terms of Reference

Approved 2020-11-26

Purpose The purpose of the Finance Committee is to provide recommendations to the Board of Directors regarding financial management of the Association.

Term and Selection The Secretary-Treasurer shall act as Committee Chair. The Board of Directors shall appoint between two and four other committee members, of whom at least one of whom shall be a Director and one of whom shall be a member of CDA who is not a Director. The term of appointment is two years. Committee members are eligible for a one-time renewal of a second two-year term. Staggered membership of committee members is preferred.

Terms served are cumulative within the position on the committee (Director member, non-Director member, Secretary-Treasurer) but not cumulative between positions.

The Board may appoint a young professional in addition to the positions listed above.

Reporting The Chair shall provide quarterly updates at the regular board meetings as relevant, and twice yearly written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming year; and,
- List of committee members.

Mandate

1. Prepare and propose to the Board appropriate policies and procedures for finances and investments
2. Develop and implement investment strategies, manage policies to reasonably safeguard the investments of the association and make recommendations to the board, where necessary, for changes
3. Develop and implement financial strategies, manage policies to reasonably safeguard the finances of the association and make recommendations to the board, where necessary, for changes
4. Support Secretary Treasurer in the periodic review of finances
5. Conduct preliminary review of annual budget of the association, including the 5-year rolling projections, and provide advice to the Secretary Treasurer.

Honours and Awards Committee

Terms of Reference

Approved 2014-04-11

Purpose	To ensure the Canadian Dam Association honours the contribution of CDA members to the dam industry through recognition of their achievements.
Term and Selection	The Board of Directors shall appoint the chair of the Committee for a nominal term of 2 years. The Chair will typically be the Past President or will have served on the Board for at least two (2) years. The Chair shall be responsible for recruiting committee members, subject to approval of the Board.
Reporting	The Chair shall provide semi-annual written reports to the Board, outlining: <ul style="list-style-type: none">• Committee activities and deliverables in the period since last report• Work plan and projected expenditures for the upcoming period• List of committee members

Mandate

1. Periodically, review the criteria for established awards, honours and scholarships, and recommend to the Board changes as appropriate
2. Consider establishing new awards and honours relevant to the objectives of the association and make recommendation to the Board, as appropriate
3. Solicit nominations and coordinate the evaluation and selection process for CDA honours and awards
4. Make the selection for CDA awards recipients, and make recommendations to the Board for Life Membership.
5. Coordinate the Awards ceremony, which is normally held at the banquet during the CDA Annual Conference.
6. Solicit, co-ordinate and prepare, on behalf of the Board, nominations of CDA members for awards offered by external organizations. Nominations submitted on behalf of CDA, for external awards, must be approved by the Board.
7. Provide information to ensure the Honours and Awards section of the CDA website is maintained and updated periodically.
8. Maintain and administer procedures for the CDA Scholarship award process, including:
 - Call for applications each year
 - Establishment of a Scholarship Selection Panel each year
 - Coordination of the Panel to evaluate and select scholarship recipients each year
 - Periodic review of criteria for the scholarships

6. AWARDS AND SCHOLARSHIPS

- **INGE ANDERSON AWARD OF MERIT** - This award recognizes CDA members who have distinguished themselves through significant contributions to the advancement of knowledge or practices related to dams in Canada. The award is offered once every two years.
- **CDA GARY SALMON MEMORIAL SCHOLARSHIP** - The CDA offers annually a \$5000 scholarship in honour of the late Gary Salmon. The Scholarship is available to full-time post-graduate students attending Canadian universities or colleges whose program of study focuses on dam safety or the management of dams.
- **CDA RESEARCH SCHOLARSHIP**: The CDA offers annually a \$2500 scholarship to fulltime post-graduate students attending Canadian universities or colleges whose program of study focuses on dam safety or the management of dams.
- **PETER HALLIDAY AWARD FOR SERVICE** - This award recognizes CDA members for their valued contributions and outstanding commitment to the advancement of the Association. The award is offered annually to a maximum of two members of CDA.
- **PUBLISHED PAPER AWARD** - This award recognizes the contribution made by CDA members in authoring an outstanding article or technical paper related to dams. The award is offered annually to the author(s) of a selected publication, normally from CDA Conferences.
- **CORPORATE AWARD** - This award recognizes corporate members, including companies, organizations, government agencies and other entities, whose contributions to the dam industry merit recognition. Up to two awards are offered annually. The award may be based on Innovation and Leadership, Advancing the State of Practice, International Cooperation, or any other contributions that benefit the dam industry at large.

HONOURS

- **LIFE MEMBERSHIP** – Life membership may be granted to current or former CDA members whose lifetime of dedication and achievement has contributed significantly to the dam industry in Canada. From time to time the CDA Honours and Awards Committee is to recommend individual(s) to the Board for receiving Life Membership. Generally, recipients will have retired from active work (beyond occasional individual consulting) and will have been active members of the CDA or its predecessor associations for at least 10 years. Life Membership includes complimentary membership in the CDA.
- In addition to the honours and awards given listed above, CDA recognizes annually the service and valuable contributions of outgoing members of the Board of Directors.

International Committee

Terms of Reference

Approved 2019-10-05

Purpose To oversee all aspects of CDA's international strategy and engagement, including ICOLD, agreements with national committees of ICOLD, international business development (IBD) program and other international activities.

Specific objectives include:

- Broadening the knowledge of Canadian professionals through CDA member involvement in ICOLD Technical Committees and other international initiatives.
- Creating opportunities to showcase Canadian advances and expertise in safe and sustainable practices related to water-retaining and mining dams.
- Providing a forum for young professionals to build networks in the international community.

Membership The elected Director-at-Large for ICOLD will be the Chair. The Chair is responsible for recruiting Committee members.

Reporting The Committee is accountable to the Board. Reporting shall be done by the Chair, formally at the spring and fall meetings of the Board. The report should include activities and deliverables, work plan and expenditures, as well as lists of:

- Committee members
- CDA representatives to ICOLD Committees
- International agreements or memoranda of understanding
- CDA representatives to other international agencies or committees

Mandate

1. Represent Canada at ICOLD:
 - a) Be primary contact with ICOLD Central Office
 - b) Encourage CDA members to share information and knowledge at ICOLD events
 - c) Disseminate information between ICOLD and CDA members
 - d) Recruit and oversee Canadian representatives for ICOLD Technical Committees
 - e) Oversee CDA representation on Francophone and INCA meetings
 - f) Develop CDA positions for input to ICOLD decisions
 - g) Manage CDA participation at ICOLD events
2. Develop and maintain an International Strategy, for approval by CDA Board of Directors, to guide planning and implementation of CDA's international engagement.
3. Coordinate requests from outside Canada for CDA involvement, consistent with the International Strategy. Appoint CDA representatives, in consultation with other relevant CDA committees (e.g. Dam Safety, Mining Dams, Professional Development) as appropriate.
4. Develop and manage funding opportunities from the Government of Canada (e.g. GOA) and other sources.

5. Develop and maintain agreements with ICOLD national committees and other international agencies.

Membership Committee

Terms of Reference

Approved 2017-06-20

Purpose The purpose of the Membership Committee is to provide recommendations to the Board of Directors and oversee implementation of Board accepted actions regarding recruitment, retention and upgrading of Members in all Membership categories of the Association.

Term and Selection The Board shall appoint a Committee Chair, and between two and four other committee members, of whom at least one shall be a Director and one of whom shall be a member of CDA who is not a Director. The term of appointment is two years. Committee members are eligible for a one-time renewal of a second two-year term. Staggered membership of committee members is preferred.

Reporting The Chair shall provide quarterly updates for the regular board meetings as relevant, and twice yearly written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming year; and,
- List of committee members.

Mandate

1. Develop a value proposition statement for each membership category
2. Establish a system for regular and relevant contact with Individual (including Student and Life Members), Corporate and Sustaining Members
3. Define the role of Regional Directors regarding membership aspects of the Association
4. Develop and implement strategies for attracting new members in all categories
5. Propose changes to the membership database to assist the Committee with tracking trends, identifying knowledge or representation gaps, and maintaining current the member contact information
6. Review the current Member services (e.g. access to ICOLD Bulletins and reduced cost for events) and recommend changes/improvements
7. Work with other Committees of the Association to consider the impact to members from new or changed policies/documents/fee structures/etc.

Mining Dams Committee

Terms of Reference

Approved 2011-04-09

- Purpose** To represent within the CDA the interests of owners, consultants, regulators and suppliers involved with the design, construction, operation and closure of mining dams.¹ The focus of the Mining Dams Committee will be to promote awareness of the technical and risk management practices for dams used in the mining industry.
- Term and Selection** The Committee Chair shall be appointed by the Board of Directors for a term of 2 years. The Chair shall be responsible for recruiting committee members, subject to acceptance by the Board.
- Reporting** The Chair shall provide semi-annual written reports to the Board, outlining:
- Committee activities and deliverables in the period
 - Work plan and project expenditures for the upcoming period
 - List of committee members.

Mandate

1. Coordinate and promote preparation of technical papers for conferences and the CDA Bulletin.
2. Identify issues relating to mining dams that should be considered for future revisions of the CDA Dam Safety Guidelines and make such recommendations to the Dam Safety Committee.
3. Identify technical issues that reflect the unique characteristics of mining dams.
4. Work with the Dam Safety Committee to prepare technical bulletin(s) relating to mining dams, in support of the CDA Dam Safety Guidelines.
5. Nominate (for Board approval) representatives for external committees or groups addressing issues related to mining dam safety.
6. Identify issues relevant and important to mining dams with implications for dam owners, regulators and dam practitioners. Develop and follow strategies to seek consensus on resolution of issues, for acceptance by the Board or CDA membership.

¹ The term “mining dams” is used herein to represent the wide variety of dams that are found at mine sites, such as tailings dams, contaminated water dams, freshwater supply dams, seepage collection pond dams and sludge storage dams.

Nominations Committee

Terms of Reference

Approved 2020-08-18

Purpose	To oversee and coordinate the process for nomination and election of Directors and monitor the implementation of the Succession Plan.
Term and Selection:	<p>The Committee shall be formed annually to serve for the year from one AGM to the next. The Committee shall consist of a minimum of three members (including the Chair) who will not be candidates in the election of Directors in the upcoming year. The Past President shall chair the committee. If the Past President is not available, the Board shall appoint a chair.</p> <p>Through direct communication (e.g. newsletter, <i>CDA Bulletin</i>, e-mail blast), members in good standing will be invited to put their names forward to serve on the Committee.</p> <p>Upon the recommendation of the Chair, the Board shall appoint the other members of the Committee and shall fill any position on the Committee that is unfilled or becomes vacant. The Executive Director shall be a member <i>ex-officio</i> of the Committee.</p>
Reporting	<p>Before the commencement of the elections process, the Chair shall provide a written report to the Board outlining:</p> <ul style="list-style-type: none">• Names of Committee members• List of upcoming vacancies on the Board• Recommended schedule for the nominations and elections process. <p>Before the AGM, the Chair shall provide a written report to the Board outlining the results of the nominations and elections and the status of the Succession Plan.</p>
Mandate	<ol style="list-style-type: none">1. Review the <i>Procedure for Election of Directors</i> each year, and make recommendations to the Board for revision if necessary2. Develop and recommend to the Board a schedule for the current year election process3. Oversee implementation of the <i>Procedure for Election of Directors</i> in compliance with the by-laws and Board policies4. Seek nominations for open positions5. Confirm that nominators and nominees meet the eligibility requirements as set out in the by-laws and policies6. Confirm the results of any advance election, and provide a written report so that the Chair can communicate the election results to the members at least 15 days before the AGM as required by the By-law

7. Review the Succession Plan and poll the various committees/working groups/coordinators to determine the status of implementation.

Professional Development Committee

Terms of Reference

Approved 2020-11-26

Purpose To identify or create opportunities for CDA to transfer dam industry knowledge and guidance to the CDA membership and dam community, and oversee the annual program of in-person and online professional development events and products.

Term and Selection The Committee Chair shall be appointed by the Board of Directors for a term of two years, renewable once. The Chair shall be responsible for recruiting committee members and identifying a Vice Chair for approval by the Board.

The term of member appointment is two years, with the term being renewable. The committee membership will include a Young Professional.

Reporting The Chair shall provide semi-annual written reports to the Board, before the spring and fall meetings, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the current and upcoming year
- List of committee members

Mandate

1. Provide input to CDA strategic plan and projects related to professional development.
2. Oversee assessment and prioritization of professional development needs of CDA members (Individuals, Corporate and Sustaining) and the dam community.
3. Review and endorse an annual program (content, schedule, budget) of CDA professional development events and products (including workshops, webinars and other, both in-person and online) for approval by the Board.
4. Work with CDA staff to ensure that professional development activities are effectively promoted and delivered.
5. Document, maintain and oversee a quality control and quality assurance process for in-person and online professional development events and products.
6. Review and evaluate regular reports on program delivery, based on documented quality control and quality assurance process.

Regulation of Dams Committee

Terms of Reference

Approved 2017-10-13

Purpose To provide a forum for discussion amongst Regulators, provide guidance to the CDA Board of Directors, and act as the resource on issues regarding the regulation of dams.

Term and Selection The Committee Chair shall be appointed by the Board for a term of 2 years. Extension or renewal of the term will be at the discretion of the Board. Committee members shall not be limited by term but will require the support and endorsement of their relevant jurisdiction.

Reporting The Chair shall provide semi-annual written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming year
- List of committee members.

Mandate

- 1) Hold at least four meetings per year. One meeting should be an in-person meeting, preferably in conjunction with the annual CDA conference. All other meetings will be in the format of teleconference.
- 2) Maintain a summary product on the status of dam regulations in Canada. This product represents all Canadian jurisdictions and their respective legislation, regulations, policies and guidelines.
- 3) Share information among Committee members and identify issues related to dam regulations, their content, implementation and enforcement. Discuss the potential implications of these issues for regulators, dam owners, dam practitioners and other stakeholders. Develop strategies to address issues related to dam regulations.
- 4) Collaborate with other CDA Committees to provide advice and perspectives regarding regulatory issues and strategies to address these issues.
- 5) Provide the CDA Board and Committees with information and interpretation on the regulation of dams in Canada, including regulatory changes, issues, strategies, and guidelines.
- 6) Nominate (for Board approval as required) representatives for non-CDA external committees or groups addressing issues related to regulation of dams.
- 7) Establish temporary sub-committees and/or working groups comprised of Committee members and others, to undertake key priorities as they arise.
- 8) Strive to maintain broad representation from all Canadian jurisdictions.

Strategic Planning Committee

Terms of Reference

Approved 2019-08-13

Purpose To: Develop and manage a Strategic Plan focussing on the two Strategic Priorities of **Technical Leadership** and **Association Business Model** for implementation by the Board.

Provide advice to the Board on the **Association Management** services model that best supports the Strategic Plan, for implementation by the Executive Committee, specifically:

- Develop an interim model to ensure effective support for the Association over the next year.
- Develop a long-term model for implementation upon approval of the Strategic Plan

Term and Selection The Committee Chair shall be appointed by the Board of Directors for a term of 2 years. The Chair shall be responsible for recruiting committee members. The committee will have at least one member from the Executive Committee, at least one member from the Board and at least two non- Board members.

Mandate

1. Prepare a timeline for developing and implementing the Strategic Plan for approval by the Board
2. Develop expectations for the Association Management services model for approval by the Board and implementation by the Executive Committee.
 - a. Involve the Executive Director in discussions on a prioritized list of services;
 - b. Propose Association Management options / models to the Board for review with recommendation for a model to approve;
 - c. Document terms of reference / scope of services for Association Management to be used when current contract expires December 31, 2019.
3. Document the process that will be followed to develop and implement the Strategic Plan including:
 - a. Review / Validate Mission and Vision
 - b. Gather relevant data and stakeholders' input
 - c. Set goals / develop plan framework
4. Write strategic plan, gather feedback from stakeholders on the plan, provide final plan for implementation.
5. Develop an approach to and a recommendation for monitoring and updating the strategic plan including potential recommendations to the Board on amendments to the Guide to Operations or governance documents.

Definitions***Association Business Model:***

How the association delivers value to the membership. All the activities associated with making the CDA products (guidance documents, workshops, conferences, expert input) and all the activities associated with delivering the CDA products.

The model describes how the association is run: key resources, key activities, product valuing, membership relationships, communication channels, cost structures and revenue streams.

Reference: <https://hbr.org/2015/01/what-is-a-business-model>

Association Management services:

Management of the day-to-day operations of the association under the oversight of the Board.

Association Management may include:

- Member services: communication, service delivery, contact management, payment tracking, membership attraction and retention
- Technology services: website updates and maintenance, website design and development, membership databases
- Leadership support: Board member training, strategic planning, leadership training, governance support
- Back office: telephone with live reception, physical address, records management, storage
- Sponsor management: managing existing sponsor privileges, sponsor attraction and retention
- Financial services: financial reporting, bookkeeping, tax filings

Reference:

<https://www.zzeem.com/WhatisAssociationManagement.aspx>

Technical Leadership:

Everything that we do related to dams. Currently consists of CDA Guidelines, Technical Bulletins, technical material in CDA Workshops and Annual Conference, contributions to ICOLD committees / bulletins, recommendations of technical training.

Young Professionals Committee

Terms of Reference

Approved 2014-06-26

Purpose The purpose of the Young Professionals Committee is to provide “young professionals” (i.e. those who are at an early stage of their careers) opportunities to network within the Canadian Dam Association and with other professionals in the dam (or water resources) industry.

Term and Selection The Committee Chair shall be appointed by the Board of Directors for a term of 2 years. The Chair shall be responsible for recruiting committee members, subject to acceptance by the Board.

Reporting The Chair shall provide semi-annual written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming year
- List of committee members.

Mandate

1. To promote the Canadian Dam Association within Canadian Universities and increase the awareness of dams and the Canadian Dam Association Guidelines
2. To identify types of programming and professional development of interest to Young Professionals within the CDA
3. To plan events designed to draw interest from young professionals, encourage active participation and membership in the Association, and add value to the younger members
4. Encourage young professionals to actively participate within the organization through conferences and committees
5. Encourage participation at career fairs.