

ADVOCACY COMMITTEE | TERMS OF REFERENCE

Approved at April 21, 21 Board Meeting with edits made April 28 and May 11.

Mandate:

To liaise between the Executive Director (ED) and the Chamber Board of Directors for advocacy-related issues. To preliminarily determine if advocacy topics are relevant and appropriate to pursue on behalf of the Chamber membership. To support the ED with advocacy work.

Structure:

- Chair: Jamie Hobgood
- Vice-Chair: Josh McLafferty
- Participants: Maggie Spizzirri (President) Stacey Brensrud (ED)

Appointment and Duration:

- During term as President or one year

Reporting:

- Reports are through for the Consent Agenda to be approved at each Board meeting.

Responsibilities:

- Monitor the health of the business community and members of the Chamber to identify advocacy issues
- Identify advocacy priorities annually, and on a case-by-case basis as they arise
- Understand advocacy issues that are brought forth from the Executive Director
- Provide direction to the Executive Director to trigger the Advocacy process
- Provide recommendations to the Chamber Board of Directors, for:
 - the necessity to pursue further information on a topic

- whether an advocacy topic is deemed an appropriate topic to champion on behalf of the Chamber
 - Factors for consideration include
 - Frequency of action from Board on the specific topic
 - New information or circumstances brought forward
 - Does it represent the best interests of a large contingent of the membership?
 - Is it detrimental to any of our members?
 - What is the likelihood of obtaining the desired request?

Goals for the Current Year:

Establish procedure for advocacy

Identify advocacy priorities

Maintain and build healthy relationships with Municipal, Provincial and Federal governments

Support at least one policy to BC Chamber

Timeline & Meeting Dates:

- Fourth Thursday of each month Jan-May, Aug - Dec 11:00am-to a maximum of 1 hour.

Letters of Support:

ED receives requests for support and makes recommendations to the Advocacy Committee (AC). If AC approves the request, ED will edit submitted drafts of a business's or groups letter.

ED will craft the correspondence, the President is to sign. The Committee Chair will send it to the entire Board. 80% of the board must respond. If the majority of the Board respondents agree then the letter is approved and the ED issues the correspondence signed by the President to the appropriate place.