

	TERMS OF REFERENCE	
	Number:	Document ID: ADVOCACY COMMITTEE
Approved By: Board Of Directors		
Accepted by: Committee Chair – February 4, 2025		
Office of Primary Responsibility:		
Date Adopted: April 9, 2025		Date to be Reviewed:

1. PURPOSE

Established by the Board, the Advocacy Committee's (the "Committee") purpose is to work with the Executive Director to support the sustainability of the Chamber membership and broader community, by championing and supporting all advocacy efforts, and bringing forward recommendations to the Board of Directors.

2. MANDATE

To provide recommendations to the Board with respect to the Committee's purpose:

- by conducting an annual review of:
 - the Committee's terms of reference, mandate, and purpose;

In addition the Committee will:

1. Identify opportunities to advocate for the best interests of the membership and broader business community.
2. Review, research, and communicate to the Board of Directors about issues that impact our membership and broader business community.
3. Provide recommendations to the Board of Directors for procedure pertaining to Advocacy processes.
 - a. criteria to vet issues that will be brought forward
 - i. affects the membership as a whole vs a singular interest issue
 - ii. fits into our Chamber mandate
 - b. Processes to expedite time sensitive issues between operational and governance duties
 - c. Process for approval for Letters of Support
4. Support the Executive Director as they action the recommendations of the BOD- including but not limited to further research on an issue

5. Support the Executive Director to liaise with municipal, provincial, federal and Indigenous Government representatives, and any other decision-making agencies on issues affecting our membership.
6. Provide recommendations on issues to the Board of Directors, which will formalize the Chamber's position for response to government policies. The Board of Director's position will inform the actions taken by the Executive Director, which could include communication to members, government and the media.
7. Conduct all business in accordance with the priorities that are outlined in the Cranbrook Chamber of Commerce Board of Director's Strategic Plan.
8. Provide recommendations to the Board of Directors on items from the BC and Canadian Chambers of Commerce, as they are brought forward to the committee by the Executive Director.
 - a. Does the committee believe that the Cranbrook Chamber of Commerce should join regional/provincial/federal efforts on the item? Reasons behind their decision, for the Board of Directors to make their decision.
9. Provide recommendations to the Board of Directors on procedure to support these processes.
10. Track all advocacy efforts and provide reports to members as necessary or requested.

3. COMMITTEE STRUCTURE

The Committee is comprised of 5 voting members, which must include a minimum of 2 Cranbrook Chamber Board Directors.

- a. The Chair – must be a member of the Board of Directors
- b. The Vice-Chair;
- c. 3 other Members - may include members of the membership at large, must be members in good standing
 - The Chamber President and the Executive Director are ex-officio (non-voting) members of all Governance Committees

3.1 Term Length

- a. The Chair – the term length shall be one year, to a maximum of three.
- b. The Vice-Chair– the term length shall be one year, to a maximum of three.
- c. 3 other Members– the term length shall be one year, to a maximum of three.

3.2 Term Completion

Committee members may submit resignations at any time during their term. In the event a Committee member chooses to resign, a written statement of resignation will be submitted

to the Committee Chair as far in advance of the effective date of resignation as possible. The Committee Chair may conduct and record a “Closing Interview.”

3.3 Member Selection

At the first Board of Directors meeting following the Cranbrook Chamber of Commerce’s AGM, staff will present a current inventory of the Committee’s membership.

Committee members may be appointed at any time, at the discretion of the Committee.

The position of Chair and Vice-Chair will be nominated and approved by the Board.

4. ROLES & RESPONSIBILITIES

4.1 Chair

The Chair’s responsibilities are to:

- a. serve as the official spokesperson for the Committee to the Board of Directors
- b. maintain effective communication between all Committee members and serve as a liaison between the Board and the Committee
- c. Keep the Committee on topic
- d. Keep the Committee focused on the Committee’s mandate
- e. Direct the Executive Director to prepare the committee’s recommendations for submission to the Board of Directors.
 - a. The Executive Director will draft the communications and submit them to the Committee for approval, then circulate to the Board of Directors.
- f. Direct the preparation of all correspondence from the Cranbrook of Chamber of Commerce (staff)
- g. Take such actions, or ensure that such actions, are taken by others to achieve the objectives and purpose of the Committee
- h. Otherwise perform all duties of a Committee member

4.2 Vice-Chair

The Vice-Chair’s responsibilities are to:

- a. Assume the responsibilities of the Chair in the Chair’s absence or as directed by the Chair
- b. Otherwise perform all duties of a Committee member

4.3 Committee Members

Subject to any other relevant Chamber document or relevant legislation, the responsibilities and duties of the Committee members may include, but not be limited to:

- a. Individually maintain an awareness of the proceedings of all levels of Government,

including Indigenous, and the related impacts on our business community.

- b. Maintain effective communications with the Chair
- c. Keep regular attendance at the Committee meetings
- d. Declare any conflict of interest
- e. Recognize and respect the personal integrity of Committee members
- f. Treat all Committee members with respect and allow for diverse opinions to be shared
- g. Participate in Committee endeavours
- h. Taking such actions as necessary to achieve the objectives and purpose of the Committee and further the Committee's mandate
- i. Advise the Chair and/or Vice-Chair of the member's inability to attend the meeting prior to the start of the meeting.

5. MEETING SCHEDULE

The Committee will meet at least monthly, excluding July and August, or as otherwise required.

6. COMMITTEE DECISIONS

Any decision of the Committee will be made by a simple majority vote.

If the Committee is unable to reach agreement on a matter, the matter will be forwarded to the Board for their input and/or decision.

7. QUORUM

Quorum for Advocacy Committee meetings will be 3 members, and must include the Chair or Vice-Chair.

8. AGENDA AND MEETING MINUTES

An agenda should be prepared under the direction of the Chair and distributed to members prior to each meeting.

Minutes of the meeting will be prepared as soon as possible after the meeting and distributed to all Committee members provided to staff to include in the consent agenda for the next Board of Directors board meeting.

9. REPORTING

The Advocacy Committee will provide a verbal report at each Board Directors meeting.

10. RECORDS

All Committee records are to be maintained by the CCOC staff.

11. ATTENDANCE AND CODE OF CONDUCT:

Committee members who miss two meetings and/or 50% of meetings in a calendar year may be asked to step down. Committee members will conduct themselves in accordance with the standards set by the Board.

12. MEMBERSHIP INVENTORY

Name	Position	Representing	Start Date	End Date	Term
Tom Shypitka	Chair	BOD	Jan 16, 2025		
Travis-Dean Bradley	Vice-Chair	BOD	Jan 16, 2025		
Sheldon Doll	Member	BOD	Mar 20, 2025		
Jason Wheeldon	Member	Wheeldon Group	Mar 20, 2025		
Kerstin Renner	Member	CFEK	Mar 20, 2025		

13. AMENDMENTS

These Terms of Reference may be amended as needed by the Committee and reviewed on an annual basis to ensure the mandate has been met. Any changes to the Terms of Reference must be approved by the Board of Directors.

14. RECORD OF AMENDMENTS/REVIEW

<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
February 12, 2025				
April 9, 2025		Y	April 9, 2025	