

**Cranbrook Chamber of Commerce**

2279 Cranbrook Street N

Cranbrook, BC V1C 3T3 (250)426-5914

February 20, 2025

**Tom Shypitka**

Chair, Advocacy Committee

Cranbrook Chamber of Commerce

**Subject:** Mandate Letter for the Advocacy Committee

Dear Tom,

We are pleased to formally assign you to the Advocacy Committee (the “Committee”) of the Cranbrook Chamber of Commerce, established by the Board to support the sustainability of the Chamber membership and the broader community. The Committee will work closely with the Executive Director to champion and support all advocacy efforts while providing recommendations to the Board of Directors.

## **1. Committee Purpose**

The purpose of the Advocacy Committee is to work alongside the Executive Director in advancing the interests of the Chamber membership and the broader business community. You will play an instrumental role in identifying opportunities for advocacy, researching key issues, and bringing forward recommendations that align with the mission and strategic objectives of the Chamber.

## **2. Committee Mandate**

As the Chair of the Advocacy Committee, your responsibilities will include, but are not limited to:

- **Conducting Annual Reviews:** Review the Committee’s terms of reference, mandate, and purpose, and recommend any changes.
- **Advocacy Actions:** Identify opportunities to advocate for the best interests of the membership and broader community.
- **Issue Review and Research:** Provide feedback to the Board of Directors regarding issues that impact the membership and the broader business community.

- **Recommendation on Procedures:** Provide recommendations to streamline advocacy processes, including criteria to vet issues and processes for approval of letters of support.
- **Support the Executive Director:** Assist the Executive Director in executing advocacy actions and liaising with government representatives at all levels, Indigenous Governments, and other decision-making agencies.
- **Tracking and Reporting:** Track all advocacy efforts and provide necessary reports to the members.

You will also provide strategic recommendations to the Board concerning relevant issues raised by the BC and Canadian Chambers of Commerce.

### 3. Committee Structure and Roles

The Advocacy Committee is composed of five voting members, including at least two Cranbrook Chamber Board Directors. The Committee will also include the following roles:

- **Chair:** Must be a Board member, responsible for leading the Committee and liaising with the Board of Directors.
- **Vice-Chair:** Supports the Chair and assumes responsibilities in their absence.
- **Members:** Can include members from the broader Chamber membership who are in good standing. Committee members should actively contribute to discussions, share diverse opinions, and stay informed about relevant issues impacting the business community.

As the Chair of the Committee, you are expected to lead meetings regularly, contribute to discussions, and uphold the principles of confidentiality and integrity.

### 4. Meeting Schedule

The Advocacy Committee will meet at least monthly, excluding July and August, or as otherwise needed. You will be expected to attend and contribute to these meetings to ensure that the Committee remains on track in meeting its goals.

### 5. Reporting

The Advocacy Committee will report to the Board of Directors at each meeting. As the Committee Chair, you will deliver these reports and lead these discussions to ensure that the Committee's recommendations are clearly communicated.

## **6. Term Length**

Your term on the Committee is one year, with the possibility of reappointment for up to three years. Should you decide to resign or be unable to continue your term, kindly notify the Committee Chair in writing as soon as possible.

## **7. Committee Decisions and Quorum**

Decisions of the Committee will be made by a simple majority vote. A quorum of three members, including the Chair or Vice-Chair, is required for any meeting.

## **8. Attendance and Code of Conduct**

Please be aware that members who miss two or more meetings, or 50% of meetings within a calendar year, may be asked to step down. All members are expected to conduct themselves in accordance with the standards set by the Board of Directors.

## **9. Acknowledgment**

Please confirm your acceptance of this mandate by signing and returning a copy of this letter by March 1, 2025.

We trust that you will contribute your expertise and efforts to the success of the Committee and look forward to working with you to advance the interests of our membership and the broader community.

Yours sincerely,



Keri Sanderman  
President  
Cranbrook Chamber of Commerce

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**Acknowledgment of Acceptance:**

I, Tom Shypitka, hereby acknowledge and accept the mandate as outlined above.

A handwritten signature in dark ink, enclosed within a hand-drawn oval. The signature is stylized and appears to be "Tom Shypitka".

Signature: \_\_\_\_\_

Date: \_\_\_\_February 24, 2025\_\_\_\_\_

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