



## Alberni Valley Chamber of Commerce Policy and Advocacy - Terms of Reference

### **Purpose**

- To provide leadership in identifying and acting on local, provincial and federal issues of specific interest to members and key stakeholders of the Alberni Valley Chamber of Commerce and of concern to the business community at large.

### **Composition**

- The committee is to be appointed at the first meeting following the AGM.
- The committee will be composed of a minimum of three (3) representatives from the board of Directors one of whom will be from the Executive committee who will also serve as the committee Chair.
- Additional members of the Chamber may be appointed to the committee by the Chair with approval by the Executive committee of such appointment. The Board will also be advised of any change in makeup of the committee.
- Committee members will be drawn from the membership of the Chamber and will be balanced with representation from the major sectors of the economy and reflective of the composition of the membership. Members with the necessary expertise and interest should be recruited to serve on the committee.
- The Chair will ensure that the size of the committee balances the need for resources against the challenges that can occur with too large a committee (maximum 8-10 members).
- The Chief Executive Officer (and/or designate) will be an ex-officio member/s of the committee.
- A majority of committee members constitutes a quorum.

## **Duties and Responsibilities**

- Oversee the strategic priorities as assigned to it by the Board. (Annual goals of the committee)
- Engage members to identify and prioritize local, provincial, and federal issues.
- Review requests from members for support on advocacy issues or resolution requests. Report as needed and provide recommended action as appropriate.

## **Authority**

- The committee derives its authority from the delegation of responsibility by the Board of Directors through the approval of the creation of the Policy Advisory Committee and the approval of these Terms of Reference.
- Any decision of the committee that may have an operational impact (i.e., financial impact) requires board approval.
- The committee may establish working groups made up of certain committee members to undertake specific tasks. Staff support for those working groups may be dependent upon available resources.

## **Meeting Logistics**

- Meetings will be held on a monthly basis or as considered necessary by the Committee.
- Meetings to be held in the Chamber Boardroom unless otherwise scheduled elsewhere by the Chair in consultation with the Chief Executive Officer.

## **Accountability**

- The committee will report to the Board of Directors at each Board meeting (a short Meeting Summary report will be prepared by staff to assist with this reporting).
- The committee will establish goals for the term at its inaugural meeting and continually review and report to the Board on progress on achieving those goals.