



TERMS OF REFERENCE ADVOCACY COMMITTEE

1.0 PURPOSE:

The Business Advocacy Committee is established as a Standing Committee of the Greater Parkland Regional Chamber of Commerce. The primary purpose of the Advocacy Committee is that as the 'Voice of Business' in Greater Parkland Region. We are committed to a positive business climate that advances existing businesses and attracts new economic opportunities to our community. The Advocacy Committee provides the opportunity to constructively influence public policy to support a healthy private enterprise system.

Strategic Objectives:

- 1) Develop a rapport with local elected officials and political leaders for the purpose of Advocacy as a critical component of our organization.
- 2) To work with and on behalf of the Chamber Board and its members to identify issues or barriers to growth for the members.
- 3) Develop strategies through which to address and resolve identified issues and barriers using the full resources of the Chamber building our presence as the Voice of Business and the recognized resource for all business Advocacy
- 4) Develop a framework for communication to our members and stakeholders that drives up membership engagement and stakeholder involvement

2.0 RESPONSIBILITIES:

The committee will, on behalf of the membership, Board and staff, and in collaboration with provincial and national Chambers, give input and direction on policies which will positively affect Chamber members municipally, provincially, and federally.

- Members of this committee share their expertise, offer advice, discuss issues, and if appropriate develop policy to bring forward to the Alberta Chamber of Commerce AGM based on their review of current Alberta Chamber of Commerce policy and/or development of new policy.
- Issues can be brought forward several ways, including by the advocacy committee, directly by chamber members, chamber staff, committee members, Alberta Chamber of Commerce policies.
- The committee will use the Alberta Chamber of Commerce principles of effective public policy guidelines and principles to develop policy submissions.
- Issues which fall under the purview of this committee include but are not limited to the following: Indigenous Business Relations; Advanced education; Agriculture Community, Sport and Cultural Development; Education; Energy; Environment; Finance; Lands and Natural Resource Operations; Health; Jobs, Tourism and innovation; Justice; Labour; Transportation and Infrastructure.
- To actively participate in the reviewing process of the Alberta Chamber of Commerce Policy development on an annual basis.
- Identify opportunities for the Greater Parkland Regional Chamber of Commerce Chamber to develop policy submissions that benefit our region economically and work on reducing inhibitors and barriers to business. These policy submissions will be brought forward at a provincial & federal level of Government through the Alberta and Canadian Chambers of Commerce.

4815 – 44 Ave
Stony Plain, AB T7Z 1V5
www.gprchamber.ca
780.963.4545



**GREATER
PARKLAND
REGIONAL
CHAMBER**

3.0 MEETINGS:

Frequency - The Committee shall meet at least six times each year at the call of the Committee chair, or at the discretion of the Chair of the Board. The meetings may be in-person, by teleconference or electronically, i.e.: Microsoft Teams or Zoom.

- Regular scheduled meetings will occur on at least quarterly basis.
- Special meetings or task force meetings may be called in addition to the regularly scheduled meeting, or at the committee chair discretion.
- Members are expected to come to each meeting prepared to discuss and suggest ideas pertaining to the agenda items. There is an expectation that individuals will have read or researched any material pertaining to the topic to be discussed. This allows for members to participate fully and make suggestions or forward ideas.
- A committee member who does not uphold their responsibilities or misses 3 consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee.
- Subject to signing a confidentiality agreement, the committee may invite such board members and outside parties as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the committee.

4.0 COMMITTEE CHAIR:

The Chair will be determined by the Executive Committee and ratified by the Board of Directors.

5.0 ADDITIONAL COMMITTEE MEMBERS:

- A minimum of two (2) Directors
- A minimum of two (2) Chamber members.
- Non- voting staff, CEO

Committee members are expected to participate in the research development and the development of the resolutions and policies. non-voting members Executive Director/ and or staff will be an ex-officio member without vote.

The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another Board member who is a committee member, as Vice-Chair, to chair the committee in the Chair's absence.
- Report to the Board on the work of the committee.

6.0 TERM

One year as per the by-laws.

7.0 QUORUM

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

4815 – 44 Ave
Stony Plain, AB T7Z 1V5
www.gprchamber.ca
780.963.4545



**GREATER
PARKLAND
REGIONAL
CHAMBER**

8.0 DECISION MAKING

The committee shall strive for consensus when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Board of Directors.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The committee cannot commit the use of the organization's financial and human resources without prior approval from the Board of Directors.

9.0 MINUTES

The staff supporting the committee shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the organization's practice.

10.0 GUESTS

The Chair may invite guests to attend meetings as a resource as required.

11.0 ACCOUNTABILITIES:

- Accountable to the Board of Directors.
- Chair or Committee Member shall report proceedings to the Board of Directors.
- Report any conflict of interest that may apply.

12.0 EVALUATION:

- Annual review, self-evaluation, review of Terms of Reference.
- Substantive amendments to be approved by the Board of Directors.