

Advocacy Committee Terms of Reference

Purpose:

The Advocacy Committee works with the Chamber President & CEO to identify issues that are important to the Guelph Chamber of Commerce membership and contributes to the development of appropriate responses (ranging from written submissions to organizing round-table discussions). The committee will draw on the support and advice of the highly respected [Ontario](#) and [Canadian](#) Chambers of Commerce as needed.

Goals & Objectives:

Goal	Objectives
Understand the political landscape as it relates to business and commerce.	Identify, monitor and analyze issues of concern to the local business community
Engage in 2-way communication with members.	Request members' responses
	Plan and articulate responses back to appropriate levels of government
Provide meaningful advocacy results	Evaluate and Track committee objectives and activities

Structure:

The Advocacy committee is accountable to the assigned Chamber staff and Board of Directors.

Decision-Making Process:

The Advocacy Committee will make consensus-based decisions whenever possible but a vote of the majority of the members will be sufficient to confirm a decision if consensus cannot be reached.

When a decision is required between meetings, staff will request feedback from members via email. If feedback is unanimous, the decision will move forward. If feedback is not unanimous, the coordinator will send members an email that includes the feedback from all participants. A vote will then be conducted via email.

Members are responsible for attending meetings and participating in the feedback/voting process within the set timelines. Decisions will not be re-opened to accommodate members who were not present or did not participate.

Membership:

The Advocacy Committee is open to individuals who meet the following criteria:

- Their organization is a member in good standing
- Have a keen interest in the policies of all 3 levels of government

Membership should include representation from a cross-section of sectors and include members with advocacy/government relations mandates and experience. Membership representation will be reviewed annually. Some members may choose to act as a 'corresponding member' and will be on the mailing list for agendas, minutes, and other relevant circulating materials.

Meeting Times:

The Advocacy Committee will meet a minimum of four times a year with the possibility of additional meetings as required.

Roles and Responsibilities:

Chair – the role of the chair will include:

- Chair the meetings
- Coordinate with the President & CEO in the setting of the agenda

Secretary – the role of the secretary will include:

- Recording minutes of the meetings

Staff – the role of staff will include:

- Accepting regrets
- Reviewing and disseminating meeting minutes and agendas
- Ensuring that the minutes are accompanied by any relevant materials
- Circulating minutes to members before the next meeting
- Making decisions to cancel or reschedule meetings
- Overseeing and guiding the work of the committee
- Acting as the lead spokesperson for the committee, ensuring effective communication between the community and Guelph Chamber members and partners
- Maintaining files and documents

Members – the role of members will include:

- Review agenda prior to meetings
- Contribute to discussions, reviewing all relevant materials, and completing any action items
- Submit agenda additions to the Chair prior to meetings
- Regularly attend meetings (or send a delegate)
- Provide relevant information, resources, advice and consultation on advocacy matters relevant to Guelph Chamber members and broader business community

- Share discussion items and other relevant information with colleagues and leaders in their organizations
- Communicate relevant information from individual businesses and organizations to the committee

Working groups will be struck, as needed, to:

- Accomplish tasks as assigned, following the timelines provided
- Present results of the group back to the larger committee

Supporting Documents

- Guelph Chamber of Commerce 2019-2022 Strategic Plan

Please note that the Terms of Reference are subject to review and change without notice.