



## Business Advocacy Committee

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### Terms of Reference

Approved by DDCC Board of Directors: February 2014

## **1.0 COMMITTEE TITLE**

1.1 Business Advocacy Committee

## **2.0 ESTABLISHMENT**

2.1 The Business Advocacy Committee is established as a Standing Committee of the Drumheller & District Chamber of Commerce (DDCC) as per By-Law 6.06.

## **3.0 PURPOSE**

- 3.1 To play an advocacy role on behalf of business members in the community.
- 3.2 To work with business and government to develop and implement policies designed to ensure Drumheller and district provides an atmosphere that is conducive to business and sustainable community growth.

## **4.0 GOALS AND OBJECTIVES**

- 4.1 To work with and on behalf of the Chamber Board and its members to identify issues or barriers to growth for the members;
- 4.2 To develop strategies through which to address and resolve identified issues and barriers;
- 4.3 Using the resources of the Chamber Board, membership and staff, develop means through which a process of ongoing advocacy on behalf of the members is carried out;
- 4.4 On behalf of our membership, Board and staff, work with provincial and national Chambers, giving input and direction on policies which will positively affect Chamber members.

## **5.0 COMPOSITION**

- 5.1 The Business Advocacy Committee shall be comprised of a minimum of six (6) Drumheller and District Chamber of Commerce members in good standing, made up of the following:
  - a) The Chairperson appointed by the President of the DDCC Board of Directors and ratified by the Chamber Board at its April meeting each year. The Chairperson will be an elected Chamber Board member;
  - b) Two (2) elected Chamber Board members;
  - c) A minimum of three (3) Chamber members. Where possible, these Chamber members serving as volunteers on this Business Advocacy Committee shall represent different local industry cluster groups (ex. Retail, tourism/hospitality, agriculture, etc.)

- d) The Business Advocacy Committee may, from time to time, invite interested parties from the public at large to assist the committee on an advisory basis. The committee shall determine the duration and type of service of invitees.

5.2 A committee member can resign from the Business Advocacy Committee at any time. Members may also be removed from the committee, after review from the Committee Chairperson, should the member be under performing or not able to provide meaningful contribution to the committee.

## **6.0 REPORTING**

6.1 The Business Advocacy Committee will be accountable to the Chamber Board.

6.2 Communication between the Business Advocacy Committee and the Chamber will be through the Committee Chairperson.

6.3 The Business Advocacy Committee will report monthly to the Chamber Board on matters specific to the activities of the Committee.

## **7.0 BUSINESS ADVOCACY COMMITTEE MEETINGS**

7.1 Meetings shall be held once a month from September to June at the Chamber boardroom.

7.2 Meetings shall be governed by a majority vote of the committee members present. The final authority for majority consensus shall rest with the Chairperson.

7.3 A quorum shall consist of four (4) committee members.

7.4 Only one representative per member in good standing shall be permitted on the Committee.

7.5 The Chairperson shall work with the General Manager (or designate) to plan meeting agendas.

7.6 Minutes of each Business Advocacy Committee meeting shall be kept by the Chamber General Manager (or designate) and approved copies of such meeting minutes distributed to each member.

## **8.0 FINANCIAL**

8.1 The Committee will be assigned an annual budget to assist with costs related to the Committee's work. The Chairperson will prepare a budget proposal for the upcoming year for consideration during the budget approval process in November.

8.2 The Chairperson is responsible to the Chamber Board for effective operation of the Committee under the approved budget.

## **9.0 AMENDMENTS**

9.1 These Terms of Reference shall not be rescinded, altered or added to except by special resolution of the committee.

### **9.2 Special Resolution**

- a) A special resolution can be proposed to, and passed at, any Business Advocacy Committee meeting.
- b) The Chairperson (or designate) shall give at least fourteen (14) days' notice by email, specifying the time and place of the Business Advocacy Committee meeting at which any special resolution will be proposed, specifying the intention to propose the resolution as a special resolution.
- c) A special resolution shall be passed by a majority vote of such members in attendance and entitled to vote.

9.3 Upon completion of Article 9, Section 9.2, the revised Terms of Reference shall be presented to the Chamber Board for consideration.

## **10.0 PARLIAMENTARY AUTHORITY**

10.1 The Business Advocacy Committee will be governed by Robert's Rules of Order Newly Revised.