



# Canadian Chamber Policy Committee Terms of Reference

Last Updated November 8, 2021

## **Mandate**

Canadian Chamber policy committees serve the following functions:

- Act as a mechanism for staff to consult members on Canadian Chamber policy positions and responses to government consultations or other developments requiring the perspective of our members, including, but not limited to, sponsored initiatives.
- Provide a forum for members to engage with key government contacts to discuss Canadian Chamber priorities and/or provide members with insights on issues affecting their business.
- Review policy resolutions as part of the AGM process.
- Enable members to share insights on mutual advocacy priorities.

See Annex for the list of each committee's portfolio mandate.

## **Committee Priority Setting**

Each summer, Canadian Chamber staff will engage with their committees and Canadian Chamber senior management to agree upon priorities and a notional work plan for the coming 12 months. The priority setting shall be focused on timely issues affecting Canadian Chamber members.

## **Committee Composition**

All members of the Canadian Chamber are entitled to be represented on the committee(s) of their choice. Members will be asked to nominate representatives with appropriate expertise and the ability to speak on their organization's behalf to facilitate active contributions. Member companies are encouraged to take into consideration diversity when nominating representatives across multiple committees and are asked to not place more than two representatives on each committee. Committee Co-Chairs Each



Committee can have up to two Co-Chairs. Co-Chairs are appointed by the Canadian Chamber to serve for a two-year term that may be renewable. Considerations in Chair appointments include subject matter background, previous levels of committee participation, diversity and whether other Co-Chair positions are occupied by the company.

Co-Chair roles include:

- Working with staff to propose committee forward plans for committee members.
- Providing additional technical expertise to support staff in developing outputs, such as submissions.
- Working with staff to manage committee meetings and build consensus positions on policy issues.

### **Canadian Chamber Staff Role**

Canadian Chamber staff act as a secretariat for committees. This includes communicating with committee members, preparing agendas and any material necessary for meetings, following up on meeting outcomes and providing a quality control on all final policy positions, including coordinating with other committees.

### **Committee Meetings and Engagement**

Each committee will aim to have at least four meetings per year, guided by the forward plan, with email contact in between to drive forward work. Committees will generally seek to operate on consensus-based decision-making. Committee meetings are under Chatham House rules.