

- Name:** Local Advocacy Committee (LAC)
- Authority:** The LAC was established by the board of directors of the Coaldale and District Chamber of Commerce. These terms of reference were defined on September 30, 2019 and are to be reviewed at least every two years.
- Purpose:** The Membership Committee exists to communicate with Town council and administration. It also sets up and promotes special representation groups of the general membership.
- Membership:** The Chairperson of the membership committee will be an elected member of the board of directors and is appointed to the committee chair by the Chamber President. The members of the committee are selected by the committee chair and are to be general Chamber members. Sub committees may be set up as special representation groups. Volunteers from the general public may be utilised for specific tasks.
- Term:** Each Committee member, including the chair, will serve for a term of one year.
- Duties:**
1. Foster a positive relationship with Town Council Members
 2. Attend Town Council meetings on a regular basis and reviewing Town Council minutes
 3. Present summary of Town Council meeting info that relates to or has an impact on businesses to the CDCC executive.
 4. Liaise between the Chamber and the Town
 5. Create sub committees to represent specific location or industry groups.
 - a. Connect similar interest Chamber members
 - b. Identify and provide specific support and opportunity for these groups
 6. To prepare a budget for the committee, outlining both projected revenues and expenses, and submit this to the Board of Directors for approval as part of the Chamber budget process
 7. To follow the budget as approved
- Meetings:** Meetings of the Membership Committee will be held on an as needed basis, as determined by the chairperson. The chairperson is responsible for the agenda and minutes are to be recorded. These minutes (report) should be provided to the Board of directors for the next available board meeting.
- Reporting:** A monthly report is to be submitted to the Board of Directors.