

Coaldale Chamber of Commerce
Political Advocacy Committee Terms of Reference

Updated: September 18, 2019



Name: **Political Advocacy Committee**

Authority: The Political Committee 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 Political Committee exists to communicate with local; Provincial and Federal leaders.

Membership: The Chairperson of the Political 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. 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. Liaise with other Chambers as well as the Alberta and Canadian Chamber
2. Connect and communicate with politicians
3. Arrange for and host Political forum.
4. 4. 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.
5. To follow the budget as approved

Meetings: Meetings of the Political 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.