

# EDA Commercial Members Steering Committee - Terms of Reference



## PURPOSE

To develop and establish protocols which will ensure the membership success of commercial member services with the EDA.

## REPORTING RELATIONSHIP AND AUTHORITY

The CM Steering Committee through the chair will report to the Manager, Association Affairs and Membership.

Reports are issued to the CEO and the Board for advisement.

## COMMITTEE DUTIES

1. Identify areas that require opportunities or change;
2. Make suggestions on meeting schedules;
3. Prepare list of suggested activities with the EDA; (e.g. newsletter)
4. Identify any sponsorship opportunities. (e.g. AGM);
5. Identify any participation opportunities at other events. (e.g. Executive Symposium)

## MEETINGS

1. The committee shall meet at least twice a year.
2. Meetings will be held at the head office.

## RELATED STAFF DUTIES

1. Administrative Support
2. Participation on committee as assigned
3. Co-ordination of committee activities
4. Other duties, as approved by the Manager of Association Affairs and Membership

## COMMITTEE COMPOSITION

Selected from volunteers, the Steering Committee representatives reflect a broad cross section of commercial members and geographical representation.

## **Terms of Office**

Each member of the Commercial Member Steering Committee will serve a term of 1 year with the exception of the Chair and Vice Chair who will serve for a 2-year term

## ***Guidelines***

### **The Role of the Chair of the Commercial Member Steering Committee**

Process to choose a Chair and Vice Chair:

A Chair and Vice-Chair shall be appointed every two years, or more often as may be required, by the Steering Committee from among the members of the Steering Committee pursuant to the following procedures:

- i. The pool of eligible candidates comprises those Commercial Members who will serve on the Steering Committee;
- ii. If necessary, an election by secret ballot shall be held in which each member of the current Steering Committee may vote for one candidate for each office;
- iii. The CEO (or his or her representative) shall appoint scrutineers on behalf of the Association and each candidate may also appoint a scrutineer of their choice to review the ballots;
- iv. Each candidate will have the opportunity to address the Steering Committee prior to any election;
- v. Ballots for both positions shall be completed, counted and the results made known simultaneously;
- vi. In the event that there more than two candidates for one position, if the candidate with the highest number of votes does not receive a majority of votes cast, the candidate with the lowest number of votes shall step down and a second election shall be held among the remaining candidates. This process would be repeated until one candidate receives a majority of votes.

The Chair and Vice-Chairs will be confirmed by the Board.

Duties and responsibilities of the Chair:

- i. shall preside over all meeting of the Commercial Member Steering Committee and shall have powers and duties from time to time prescribed by the Vice President, Government & Member Affairs
- ii. shall ensure the Commercial Steering Committee acts in the best interests of the Association;
- iii. may be called upon to act as the spokesperson for the Commercial Member Steering Committee

The Vice-Chair:

- i. shall be vested with all the powers and shall perform all the duties of the Chair in the absence or inability or refusal to act of the Chair;
- ii. shall perform such other duties from time to time prescribed by the Board of Directors.

