



TERMS OF REFERENCE

ECCOE COMMUNITY ADVISORY COMMITTEE

1. PURPOSE

Our ECCOE Community Advisory Committee (“advisory committee”) is established to advise the ECCOE Board of Directors and senior management on community-based issues, public engagement activities, priorities and other matters. The advisory committee is one method in a larger public engagement strategy to follow through on ECCOE’s commitment to regular public input through relationship building, outreach and marketing, reflecting on implementation plans in strategic areas and to monitor, measure and continuously improve its services.

2. AUTHORITY

The advisory committee shall be established by ECCOE’s Board of Directors and report to the Board of Directors. The advisory committee is not a decision-making body rather it is an opportunity to provide valuable perspectives and recommendations for consideration by ECCOE’s Board of Directors and senior management.

3. RESPONSIBILITIES

The advisory committee is responsible to:

- Advise the ECCOE Board of Directors and senior management of ECCOE when requested by the ECCOE Board of Directors on community-based issues, public engagement activities, priorities and related issues;
- Maintain a respectful and constructive dialogue with all members within the group, allowing all members an opportunity to voice their opinions;
- Provide feedback on the advisory committee process;
- Provide feedback on the public engagement processes, program activities and materials and actively promote public engagement activities through community networks if and when requested to do so the ECCOE Board of Directors;
- Provide advice, support and feedback to ensure that public concerns and aspirations are understood and considered;
- Work effectively within a diverse group to collaboratively address a common goal, understand the complexity involved with inter-sector work, use their unique skills and experience to adapt to evolving priorities and group dynamics, and

work within protocols established by the ECCOE Board of Director to address issues;

- Explore opportunities in policies, programs and priorities identified by the ECCOE Board of Directors in consultations through internal committees of the Board or public engagement if authorized by the ECCOE Board of Directors;
- Assist to establish and build relationships with specific sectors, networks and community members to reach members of the general public who may have been underrepresented in past processes, so that they have the opportunity to participate in a meaningful way;
- Keep matters discussed at meetings confidential, other than communications approved and managed by the ECCOE Board of Directors or the ECCOE Executive Director;
- Participate on internal committee activities if requested; and
- Identify and disclose real or perceived conflicts of interest in member participation on the committee.

4. **MEMBERSHIP**

Members of the community advisory committee will be appointed by the ECCOE Board of Directors. Applications will be received by Board of Director's Nominations Committee for review. The ECCOE Board of Director's Nominations Committee may request and hold interviews, after which it will submit recommendations for the ECCOE Board of Directors for appointment.

5. **LENGTH OF TERMS**

- There is no set term of appointment. The ECCOE Board may stagger the duration of terms of members between one to three year terms. Members serve until they resign or are replaced or their term expires. The composition of the Advisory Board may change over time as circumstances warrant.
- Members may resign at any time by giving written notice to the ECCOE Board of Directors.
- Missing two meetings a year without prior discussion and approval is deemed equivalent to a resignation.
- Membership may be terminated by the ECCOE Board of Directors for violating the terms of reference, or at anytime at the discretion of the ECCOE Board of Directors.
- The ECCOE Board of Directors may fill vacancies for the remaining portion of the committee activities by appointment, using applications on file from the original call for applicants or where appropriate invitation.
- The composition of the advisory committee may change over time as circumstances warrant.

6. **DESIRABLE EXPERTISE**

Knowledge and support of ECCOE's objectives, principles, services and markets, as well as familiarity with the pertinent business practices. Advisory committee membership will endeavor to also include the following representation:

- Members will be selected for appointment based on diversity, specific skills, local experience, interests, geographic or demographic representation that would support ECCOE's objectives and principles.
- Committee members are not required to represent a sector or organization but are expected to have some knowledge and experience with issues that might impact those interests.
- A membership recruitment process will be used to encourage people from diverse backgrounds and communities to participate on the committee including, but not limited to:
 - A mix of gender identities;
 - A mix of income levels;
 - A mix of ages including youth (aged 18-30) and seniors (65+);
 - People with disabilities;
 - Visible minorities;
 - Newcomers and refugees; and
 - LGBT2SQ+.

7. **REMUNERATION**

Members are not remunerated for participation on the advisory committee. Members may be reimbursed for out-of-pocket expenses (i.e. parking) for attending meetings away from their primary residence.

8. **MEETINGS**

- Advisory committee meetings will not be open to the public, in order to preserve the confidentiality of meeting discussions so members feel comfortable to express their views freely and frankly and to allow feedback on drafts of any documents being reviewed to be integrated before being made public.
- Meetings will be held at a frequency that is necessary to conduct the business of the advisory committee (at least quarterly for one to two hours, or more frequently as may be necessary for any review processes) at the call of the ECCOE Board of Directors.
- A meeting schedule will be discussed by the committee at the first meeting and subsequent meetings will be confirmed at each meeting.
- Advance notice will be provided.
- In addition to regular advisory committee meetings, additional means of communication, such as email or phone or video calls may be necessary to conduct the business of the committee.
- Committee agenda topics and activities will be determined by priorities or recommendations of the ECCOE Board of Directors.


9. **GUIDELINES FOR RESPECTFUL PARTICIPATION**

All advisory committee members shall adhere to the following guidelines for respectful and productive discussion:

- Meetings will be conducted in an organized but informal manner.
- Strive to meet the stated committee purpose and achieve intended meeting outcomes.
- Listen actively to others will be required.
- Avoid interrupting and one-on-one side conversations while other people are speaking.
- Manage your own participation by sharing speaking time, debate ideas not individuals, and actively provide focused input, comments and questions.

10. **POLICIES**

All advisory committee members shall also be required to comply with all ECCOE policies.

 Policy and Procedure	
Title:	Community Advisory Committee
Effective Date:	Approved by ECCOE Board on August 12 2020
Next Review:	Annually within 12 months
Revised Date:	TBD
Approving Body:	Board of Directors
Responsible Officers:	President
Delegate:	President
Contact:	Executive Director
Applicable to:	Members of Community Advisory Committee