

Government Relations Standing Committee

TERMS OF REFERENCE

GENERAL PROVISIONS

1. As provided in Policy with respect to each committee the Board of Directors shall:
 - i. Establish the terms of reference and life span;
 - ii. Establish a budget and resources required;
 - iii. Annually appoint a person to chair the committee;
 - iv. Annually appoint such other members as may be appropriate provided that at least one of the persons appointed to the committee shall be a member of the Board; and
 - v. To be considered for appointment, a person other than a member of the Board must have filed a completed Committee Appointment Form and Committee Interest Form including a commitment to be bound by the principles of ESIO Policies on Ethical Guidelines.
2. A committee established under this policy continues until the Board of Directors determines that it is no longer required.
3. The general purpose of each committee is to assist the Board of Directors in governing the ESIO by providing recommendations to the Board on any matter within the committee's terms of reference.
4. As provided in Policy, annually the Board will establish goals for each committee including topics or issues within the group's terms of reference which the Board considers require focused attention during the year. The committee will prepare an operational plan to achieve its mandate and will present the plan for Board approval.
6. Each year the Board will establish priority goals for each standing committee.
7. As provided in Policy a valid decision by a committee established under this policy may only be made at a duly convened meeting at which a quorum is present.

Membership

8. As provided in Policy, in appointing members to committees, the Board will consider the experience and expertise related to the committee's goals of the persons under consideration as well as to representation of industry groups.
9. The term of office of the chair and the members appointed to a committee established under this policy shall commence January 1 each year and end December 31 of that year.
10. As provided in Policy, the Chair is ex officio a member of all committees.
11. As provided in Policy, members are responsible for:
 - i. Participating in the meetings of the committee;
 - ii. Representing the interests and views of the ESIO;

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- iii. Communicating with the ESIO Board regarding matters under consideration by the committee, and
- iv. Exercising the care, skill and diligence of a prudent person in carrying out his/her duties.

12. As provided in Policy, a member of a committee ceases to be a member of that committee if that person misses three consecutive meetings, unless authorized by resolution to do so.

13. Unless otherwise determined by the Board, the person appointed to chair each committee established under this policy shall be a Member of the Board of Directors.

14. As provided in Policy, a committee may select one of its members as Vice-Chair

15. The Chair of each Committee

- i. Shall report regularly to the Board on the recommendations to the Board and the minutes of each committee, and
- ii. Shall maintain liaison with any Board member who is assigned related responsibilities.

Meetings

16. Committee meetings will be scheduled to match the business needs of the ESIO. As a general rule committees will meet not less than two and not more than four times during each term of office.

17. As provided in Policy, meetings of each Committee are to be conducted using the most efficient means (conference calls, teleconferencing, and in-person) commensurate with the meeting agenda.

18. At meetings of a committee, each member including the Chair present shall have one vote and, in the case of a tie, the motion shall be lost.

19. A member including the Chair present at a committee meeting must vote on a matter put to a vote at the meeting unless the member is required to abstain from voting under this Policy.

20. Each committee is subject to the ESIO Policy on Media Relations.

22. A committee is expected to obtain advice and support from professional advisors as and when needed, commensurate with its objectives and available resources.

Internal Committee Matters

23. If a matter arises in one committee which also falls within the responsibilities of another committee, the CEO will ensure that the other committee is informed and can provide its input before a recommendation is made to the Board.

24. If there is an urgency which makes it impossible to have the matter discussed at a meeting of the other committee, the CEO will determine how the information will be provided and the input will be gathered.

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Government Relations Committee

25. The Committee will be comprised of three (3) Board members.
26. The Committee helps the Board carry out its advocacy initiatives to all levels of government (City of Edmonton, Province of Alberta and the Government of Canada).
27. The Committee will develop government advocacy positions and strategies that will enable ESIO of carry out its mandate and strategies.
28. The Committee will develop government advocacy action plans to ensure the future success of ESIO and its sustainability to meet its mandate.
29. The basic goals of the committee are:
- Determine the priority issues ESIO should present in its advocacy initiatives to all levels of government and supervise the CEO's advocacy initiatives to all levels of government;
 - Collaborate with ESIO Stakeholder groups in presenting well researched positions to relevant contacts to all levels of government; and
 - Assist in establishing ESIO's fundamental role in developing policy as it relates to the Edmonton municipal government's involvement in issues of concern to the screen media industries.
30. The Committee will aim to assist the ESIO's Strategic Plan as it relates to government advocacy initiatives.
31. The Committee chair will take responsibility for reporting back to the committee and for communicating back to the ESIO's Board. The CEO will assume information circulation.
32. Meetings should occur in either monthly or quarterly as determined by the issues present and their urgency.
33. The Board will consider interest in legislation or politics and political acumen when appointing members to the Committee.

Policy approved



Chair ESIO

Date: MARCH 16, 2018



Chief Executive Officer ESIO