



Camrose Regional Exhibition & Agriculture Society

CRE Signature Event (Insert Event Name Here) Advisory Committee

Terms of Reference

Last Updated: September 20th, 2021

1. Committee Purpose:

To represent community interests in providing advice to the Event Planners on matters related to improve the engagement of Attendees, Exhibitors and Sponsors at all CRE Signature Events and increase Community participation with the Camrose Regional Exhibition & Agriculture Society.

2. Committee Mandate:

- a. To provide Event Planners with advice and assistance on matters relating to:
 - i. Mechanisms to improve civic and community engagement in the CRE Signature Event, with a view to improving participation in addressing the community issues, improving the understanding of the structure and limitations of CRE's Signature Event mandate; and,
 - ii. Encouraging community residents in Camrose and beyond with the appropriate skills to get involved with CRE's Signature Event Advisory Committee and Working group.
- b. To work with the Staff & Event Planners to advise and assist with:
 - i. The recruitment and organization of community members with the appropriate expertise who are interested in participating in the CRE Signature Events Advisory Committees and working Groups to address specific challenges to the CRE Staff & Event Planners.
 - ii. Finding ways to improve community engagement between the CRE, CRE Signature Events and community residents.
 - iii. Finding ways to encourage and improve the levels of participation in CRE Signature Events and overall CRE engagement.
 - iv. The delivery of specific programs, including assistance with organizing Working Groups of Volunteers who are interested in participating in the delivery of CRE Signature Events.

3. Committee Composition & Skills Requirement

- a. Composition and size
 - i. The Committee will be comprised of four to six CRE Members. Priority will be given to CRE Members who have experience and qualifications related to one or more of the "Skills Requirements" outlined below.

- ii. The Committee will also include one CRE Board Director to act as Chair. A staff liaison person and CRE Event Planners will be appointed to act as staff support.
 - iii. The Committee may invite staff from CRE to participate in the meetings on an as required basis.
 - iv. This is a Volunteer Committee that will serve without compensation.
- b. Skill Requirement
- i. CRE is seeking community members with interests specific to the CRE Signature Event, community development, engagement and consultation including.
 1. Recruiting and organizing community members with appropriate experience who are interested in participating with on the Advisory Committee or Working group.
 2. Finding ways of improving CRE's level of civic engagement and involvement in community life
 3. Working with CRE Staff, Board of Directors, and Event Planners in improving their effectiveness in dealing with community engagement and volunteer processes.

4. Chair & Vice-Chair

- a. Chair
- i. The Chair will be a member of the CRE Board of Directors. The chair's primary duties are to provide direction to and assist the committee in achieving its Mandate, set the agendas, chair the meetings, and ensure that the Board is kept in touch with what the Committee is working on.
 - ii. The Committee Chair will be appointed by the Board for a two-year term, which may be decreased or extended at the discretion of the Board.
 - iii. The Chair shall not have a vote, and in the case of an equality of votes, the resolution will be deemed to have lost on a tie vote and will be reported as such in the minutes of the meeting.
- b. Vice-Chair
- i. The Vice-Chair will be elected by the Committee from the Committee membership and may vote.
 - ii. The Vice-Chair will be elected annually, and their terms may be extended at the discretion of the Committee.

5. Length of Term & Timing of Appointments

- a. Timing
- i. Advisory Committee
 1. Appointments to the Committee will be made on an annual basis at a consistent, pre-determined time to be set by the Board. Given that Committee positions need to be advertised, and members selected by the Board, it is more efficient for both the CRE Board of Directors and for those individuals interested in joining a committee if the application timeframes are predictable.
 - ii. Working Groups
 1. These groups are created on an ad hoc basis when needed. The CRE Board of Directors will determine at the time they are created whether

to advertise for members on an ad hoc basis or wait for the annual recruitment process.

b. Length of Term

i. Advisory Committees

1. Appointments are for two-year terms. It is likely that there will be some attrition of Committee members before expiry of their terms, but the annual appointment process should allow for timely replacement of vacancies.

ii. Working Groups

1. The term of these groups is established at the time of their creation. It may be a set time, or the working group may be terminated upon the completion of a specific task. On a complex issue requiring research or some community consultation, the Working Group will be requested to provide a work program to the Board for its approval. The Work Program will set out the proposed timeframe and any budget requirements.

6. Meeting Procedures

a. Meeting Location

- i. Meeting locations are determined by the Chair and Executive Director but will typically be held within the Administration Building on the CRE Grounds.

b. Meeting Schedule

- i. Meetings will be regularly scheduled as determined by the Committee.

c. Chair & Vice-Chair

- i. The Chair will set the agenda in consultation with the Committee members, conduct the meetings, and ensure that the minutes are recorded and reported to the Board.
- ii. In the Chair's absence, the Vice-Chair will conduct the meeting, and liaise with the Chair to ensure the minutes are reported to the Board.

d. Agendas and Minutes

- i. The Chair will set the agenda, with input from the Committee members, and ensure that the minutes are recorded. The minutes will reflect the subjects discussed; key points raised by the Members; all resolutions made by the Committee for referral to the Board, with a brief rationale for the recommendation; and a record of the vote.

e. Rules of Procedure

- i. The Committee will generally conduct its business in accordance with the "Board Procedures Policy" used by the CRE Board of Directors and in accordance with the CRE Bylaws.
- ii. At the same time, the Committee should offer a comfortable forum for residents to participate, share their input and opinions with the Committee, and provide advice to the Board. Where possible, a consensus should be sought.
- iii. In all cases, Committee members are expected to participate in a respectful, constructive manner with their fellow members of the Committee, and in a manner that permits all the members to voice their comments.

- f. Voting
 - i. Resolutions are to be voted upon by a show of hands.
 - ii. The minutes of the committee meetings are to provide a record of the number of votes (not the names of individuals) for and against an proposed motions. It is helpful to the Board to have a sense of the range of views on a committee.
- g. Quorum
 - i. Quorum will be achieved when a majority of the voting members on the Committee are in attendance. If quorum is not achieved withing 30 minutes of the anticipated start of the meeting, it will be deferred to the next regularly scheduled time, unless the Chair calls a special meeting.

7. Committee Operations

- a. Advice to the Board
 - i. The fundamental role of the Advisory Committee is to provide advice to the Board of Directors on matters that the Board has referred to the committee.
 - ii. The committee may bring to the Board's attention emerging issues or concerns it has identified that is within its mandate and seek the Board's approval to review and recommend action on those issues.
 - iii. The committee does not make decisions on behalf of the CRE Board; it does decide on the advice they are prepared to recommend to the Board.
 - iv. A key role of the Chair is to ensure that the Committee's advice is taken forward to the Board, and to report back to the Committee on any action taken by the Board on its recommendations.
 - v. The chair will rely on the recording secretary assigned to the Committee to prepare the draft minutes for its review; staff will then put the draft minutes on the agenda of the next, upcoming Board meeting for discussion.
- b. Staff Support
- c. Administrative
 - i. The Executive Director will be assigned to each Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.
- d. Staff Liaison & Professional/Technical Support
 - i. A staff member will be assigned to each Committee to act as a liaison between the Committee and the Administration and provide technical support.
 - ii. Staff will be available to the Committee to provide advice and information for their respective Departments. However, the Committee must not delegate work assignments to the staff. Any work assigned to staff in support of studies or activities must be approved by the Board.
 - 1. If the Committee does not feel the work is sufficient to warrant a request to the Board, the request should be realised with the Executive Director.
- e. Appointment & Removal of Committee Members
 - i. Committee Members are appointed by the CRE Board of Directors and may be removed at the discretion of the Board.
- f. Community Consultation & Engagement

