

Government Relations Committee – Terms of Reference

The purpose of the Government Relations Committee is to provide recommendations to the FSAC Board of Directors on matters of a federal level that adversely or positively affect the funeral profession and or the public with respect to funeral related issues.

Membership

- The Committee Chair shall be appointed by the FSAC Board.
- All members of the Committee shall be members in good standing with FSAC.
- There will be four (4) to six (6) members of the Committee with the precise number being at the discretion of the Committee Chairperson.
- The committee may on occasion seek participation from the membership at large to deal with specific issues in their respective province.
- The representative of the Association's active GR firm will sit on the Government Relations Committee in an advisory capacity.
- Ex Officio Committee Members: President and Executive Director (non-voting)

Terms of Office

- The Chair shall be eligible to sit for three (3) consecutive one (1) year terms.
- The term for all other members is two (2) years, renewable.

Accountability

The committee will take direction regarding projects and activities from the FSAC Board of Directors. The Government Relations Committee members are responsible for the following:

- Liaising with the Association's active government relations firm.
- Providing direction and overseeing the planning of government related strategies.
- Reviewing the Associations' government relation strategies annually to ensure they are aligned with the vision and mission statement of the Association.
- Ensuring that the Associations' GR communications are accurate, and that GR requests are reviewed and responded to in a timely manner.
- Ensuring each committee member is well-informed on matters affecting GR and any communications sent to the members.
- Partnering with other committees as appropriate on matters of common interest.
- Lobbying the federal government, at the national level, with respect to issues that have been approved by the committee and by the FSAC board.

- Developing a plan of action and reporting back to the Board of Directors any issues or perspectives regarding the grass roots campaigns.
- Participating in lobby days on Parliament Hill in Ottawa, ON at the committee members expense.
- Working with the Communications Committee, developing the GR communications to be sent to the membership and/or the public and approve GR communications that are to be sent.
- Working with the Communications committee, developing communications to the membership regarding hill days and other opportunities for members to meet with Members of Parliament.
- Reviewing the committee TORs annually.
- Establishing an annual Committee budget.
- Reporting to the Board at least quarterly or more often as required on committee activities.
- Any other activity as directed by the Board.

Chair of the Government Relations Committee

- The Chair shall be responsible for chairing the meetings, ensuring the meetings move forward efficiently, and for developing quarterly reports on Committee activities for the Board.
- The Chair shall liaise directly with the Board of Directors of FSAC on a regular basis to ensure appropriate planning for strategies and liaison with other committees as may be appropriate from time to time.

Meetings

- The committee will meet annually in-person at the FSAC convention.
- A one-hour teleconference meeting will be held every two months, or more frequently as required.
- Meetings may be held in person, or electronic means such as telephone or videoconference.

Quorum

- Quorum shall be a majority of the membership of the committee.

Governance

- Recommendations and decisions of the Government Relations Committee, to the extent decisions may be rendered, shall be made by consensus.
- Quorum shall be required at meetings where a decision and or recommendation are being made.
- Votes are passed based on the majority of those present.
- All decisions and or recommendations shall be submitted to the FSAC Board of Directors for final approval.

Record – Keeping of Decisions

- The Chair shall ensure that a record of all decisions and recommendations of the Government Relations Committee is maintained.
- The Chair may appoint a recording secretary as appropriate.