

## **TERMS OF REFERENCE**

**COMMITTEE NAME: Legislation Standing Committee**

**GENERAL PURPOSE:**

As established in the Electrical Contractors Association of Alberta bylaws, the Legislation Committee is a Standing Committee reporting to Board through its Chairperson. The Legislation Committee assists the Board in its advocacy function by :

- Recommending, implementing and evaluating operational advocacy policies
- Developing long and short term Association planning in the legislation area
- Monitoring proposed internal and external legislation changes or additions

**DUTIES/ASSIGNMENTS:**

The Legislation Committee is assigned the following tasks during the period of these terms of reference:

1. As directed by the Board, review all current operational internal and external legislation policies and submit recommendations to Board for changes and additions.
2. This review will include findings of the Strategic Planning Process as it related to this committee
3. Monitor proposed applications and proposals to the provincial legislature as they relate to the profession.
4. Make recommendations to Board regarding proposed or existing provincial legislation affecting the practice of Electrical Contractors.
5. To be a resource to other committees of the Association contemplating legislative changes, additions, or deletions.
6. To prepare an annual operating plan including a budget
7. To prepare a written report for each board meeting relating to progress towards stated goals and objectives and budget spent.
8. To prepare a Legislation Committee report for the Annual General Meeting
9. To prepare a yearly evaluation of the committee's accomplishment of these terms of reference, recommending changes and amendments for the following year.

**APPOINTMENTS AND COMPOSITION:**

All committees will reflect a Provincial and Regional Chapter Membership.

Board shall appoint, by motion, committee members recruited from the general membership. A Chairperson shall be appointed on an annual basis.

**DURATION OF APPOINTMENT.** The term of appointment of all committee members will be 3 years, with a graduated drop off process.