



Canadian Pride Historical Society

Advisory Committee Terms of Reference

Mandate

The Advisory Committee acts in a volunteer capacity as a support to the Canadian Pride Historical Society (CPHS) Board of Directors by providing advice and recommendations regarding the ongoing operations and strategic plans of the society.

Objectives

The Advisory Committee provides:

- Feedback and advice on ideas for initiatives that will enhance the Vision and Mission of the CPHS.
- Advice on stakeholder engagement plans and, where possible, assistance in connecting the CPHS with stakeholders.
- Advice and recommendations on action plans for emerging challenges faced by the CPHS.

Decision-Making

The Advisory Committee provides advice and recommendations to the CPHS Board of Directors but does not have formal decision-making powers or veto rights.

Membership and Terms

Advisory Committee members will be appointed by the CPHS Executive and comprise of the following:

- Two members from the Board of Directors, one of whom will Chair the Advisory Committee.
- A maximum of six non-Board Members.

Terms shall be established by the CPHS Executive.

The Secretary of the Advisory Committee will be appointed by the Chair of the Advisory Committee.

The CPHS Executive reserves the right to remove a member of the Advisory Committee as deemed appropriate. Reasons for removal can include but is not limited to, breach of policies, unresolvable conflict of interest, and inappropriate behaviour.

Meeting Frequency

The Advisory Committee may meet up to four times per year, or at the call of the Chair, or as requested by the CPHS Executive. The Chair may cancel a meeting if it determined there are insufficient items to discuss or as deemed appropriate.

A copy of the minutes shall be circulated to CPHS Advisory Committee members and the CPHS Board of Directors.

An annual calendar of meeting dates will be established and communicated as early as possible in the New Year.



Canadian Pride Historical Society

Advisory Committee Terms of Reference

Quorum

Should the need for a Quorum for voting purposes arise, this will consist of a majority of members in attendance, provided that at least one member of the CPHS Board of Directors is present.

Policies

Advisory Committee Members are subject to all CPHS Policies which will be provided to Committee Members upon their appointment.

Reporting

The Advisory Committee shall report to the CPHS Board of Directors

Review of Terms of Reference

The Advisory Committee Terms of Reference will be reviewed annually by both the Advisory Committee and CPHS Board of Directors with changes being approved by the CPHS Board of Directors. Advisory Committee Members will be notified of any changes.