



## Political Action Committee

### TERMS OF REFERENCE

#### Purpose:

*Based on the Board goals for a governing year, determine priority issues for AMBA to undertake in its lobbying initiatives to the provincial government; present well-researched positions to the Board on current issues affecting the industry and liaise with MPC on political advocacy efforts at the federal level.*

#### Scope:

- *Successfully complete approved annual work plan*
- *Define priority issues for advocacy on an annual basis*
- *Make recommendations to the Board regarding appropriate political activities for AMBA to participate in*
- *Execute political activities approved by the Board of Directors*
- *Research appropriate opportunities for member involvement in municipal and provincial scenes*
- *Support the Executive Director and/or President in the research, draft and publication of position statements and/or white papers*
- *Cultivate and leverage key relationships with the municipal and provincial government to represent the interests of AMBA*
- *Represent AMBA at political events*
- *Work closely with MPC on advocacy efforts at the federal level*
- *Draft responses to press inquiries on legislative issues*
- *Support the President and Executive Director in liaising with the governing body (RECA)*
- *Ensure that advocacy programs and initiatives meaningfully contribute to AMBA's mission*

#### Committee Type:

*Standing Committee*

#### Membership & Structure:

*Up to 6 members comprised of 1 Director, a minimum of 2 non-director members, and the Executive Director*

- *Chair*
- *Past-Chair*
- *Chair-Elect*
- *Staff Liaison (Executive Director)*

#### Subcommittees:

*Subcommittees may be formed to complete specific tasks/projects as needed.*

#### Meetings:

*Meetings will occur a minimum of 4 and a maximum of 12 times annually.*

#### Location of Meetings:

*Meetings will be held at the AMBA office or by Zoom videoconference.*



## Reporting

*The Political Action Committee is accountable to the Board of Directors.*

## Term Limits:

*Committee members serve a minimum term of 1 year and a maximum term of 4 years*

## Quorum

*A quorum shall consist of more than 50% of the voting membership on the committee.*

## Voting

*Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a second vote in case of a tie.*

## Committee Members:

*Membership to this committee is determined based on application. Applications will be reviewed by the Executive Committee and the best-fit candidates selected accordingly.*

## Amendments or Changes to Terms of Reference:

*Terms of Reference will be reviewed and approved annually by the Board of Directors.*

## Date of Last Review:

*December 19, 2019*

## Skillset

### Knowledge

- *Understanding of AMBA's governance documents (bylaws, board policy manual, rules)*
- *Be familiar with AMBA's vision, mission, values, goals, strategic plan, governance structure*
- *Have an understanding of the not-for-profit sector and member-based organizations*
- *Be familiar with relevant provincial acts (Real Estate Act) and applicable governing bodies (RECA & ASC)*
- *Thorough understanding of how government policies affect the mortgage broker industry on both a provincial and federal level*

### Leadership

- *Ability to inspire and mentor others*
- *Use resources effectively to achieve set goals, including organization tasks, delegating responsibilities, and directing resources*
- *Ability to clearly and effectively communicate complex issues*

### Strategic Thinking & Decision Making

- *Ability to consider the big picture while being goal/future-oriented*
- *Ability to process large amounts of information; synthesize and incorporate multiple viewpoints and perspectives*
- *Ability to make informed decisions efficiently and take action when needed*
- *Ability to be objective at all times about what is best for the whole association rather than what is best for a particular constituency*

### Experience

- *Experience on similar Committees an asset*