

## **BCSGA Committee – Terms of Reference**

### **BCSGA Committees Requirements:**

#### *Purpose of BCSGA Committees:*

- Committees are formed by the Board of Directors at the request of members to address complex challenges with broad industry impact.
- Committees must include at least one Board member and one BCSGA staff member.
- Committees should be operationally focussed in which members represent their individual organizations to address shared objectives that impede their goals as well as the vision of BCSGA.
- Committees must organize reference materials such as notes, reports, and published literature, presentations as an ***Appendix 1 - Committee Reference Materials.***
- Committees must provide clear ***Appendix 2 - Committee Strategic Objectives*** to the Board of Directors for approval.
- Committees must take meeting notes and make them available as ***Appendix 3 - Committee Notes.***

#### *Expectation of Committee Members:*

- Review the committee terms of reference.
- Have experience or technical expertise to forward the objective of the committee.
- Contribute meaningfully to the objective(s) of the committee.
- Communicate in a professional and timely manner.
- Schedule and attend regular meetings as required to meet the objectives of the committee.
- Contribute to the review and preparation of committee materials.
- Collaborate with relevant stakeholders, including academic institutions, industry experts, and governmental bodies.

#### *Roll of the BCSGA*

- The BCSGA is responsible for supporting its membership and forwarding objectives towards its vision for the shellfish industry in BC. Strategic objectives that are required to meet the BCSGA's vision can negatively impact some members disproportionately – these impacts need to be considered and, when feasible, mitigated. Assessing the potential impacts to members is the responsibility of BCSGA Staff and Elected Director(s) participating in committees.
- The terms of reference, strategic objectives prepared by committees, and budget must be approved at a BCSGA Board of Directors meeting and will be included in the BCSGA Strategic Plan.

## BC Shellfish Growers Association

- BCSGA Staff will take notes, coordinate and host meetings, and distribute committee materials unless otherwise agreed upon.
- The BCSGA will be responsible for reporting on the committee at the BCSGA board meetings.

### *Role of Committee Chair:*

- To prepare meeting agendas and meeting times in coordination with the BCSGA.
- To manage meeting dialogues in a manner that effectively forwards the objectives of the committee.
- To set clear actionable objectives, timelines, and responsible committee member(s).
- To review the progress, challenges, and ensure committee member participation is effectively forwarding the committee objectives and in-line with the terms of reference.