The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Advocacy Committee

Policy intent
This policy defines the roles and objectives of the Advocacy Committee, in conjunction with the stipulations set forth in the *Committee Governance Policy*.

Policy responsibility
CAJ Board

Policy

1. **Role**
   1.1. The committee is a standing committee formed by the CAJ board that oversees the planning, development and execution of all advocacy, subject to final approval by the board.
   1.2. The committee will strive to facilitate its activities in a way that ensures that funds allocated in the budget are used to the maximum benefit of CAJ members.
2. **Authority**
   2.1. The advocacy committee is a standing committee with authority to:
      2.1.1. oversee any subcommittee under its management, such as the diversity subcommittee;
      2.1.2. request information from any source that the committee deems appropriate in the support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the chair of the committee to the operations manager, who will determine the best way to obtain the required information;
      2.1.3. request funds from the board to support the activities of the committee, by preparing a budget, and utilize any granted funds in the manner outlined in the request;
      2.1.4. approve CAJ involvement in outside advocacy coalitions or groups so long as the board has previously approved advocacy work on the issues in question;
      2.1.5. approve CAJ involvement in legal cases by seeking pro bono intervener status so long as the board has previously approved advocacy work on the issues in question; and
      2.1.6. make recommendations regarding the advocacy initiatives to the CAJ board, with input and consultation from the executive or others, as deemed appropriate.
3. **Responsibilities & Objectives**
   3.1. Oversee the implementation of the advocacy aspects of the CAJ's strategic plan.

3.2. Maintain positive relationships and necessary interactions with industry stakeholders.
3.3. Ensure that the Rapid Response Advocacy Plan is followed.
3.4. Create all communication pieces needed for all programs, projects or other necessary messaging and provide these to the communications committee for dissemination.
3.5. Committee members must reply to requests from the committee chair within two days.

4. Membership

4.1. The committee shall be comprised of the following:
4.1.1. a minimum of three board members (one of who will become chair) and a maximum of nine board members as voted on by the board;
4.1.2. a CAJ staff person, ex-officio, non-voting;
4.1.3. an unlimited number of non-voting members at large, whose role on the committee is governed by the *Responsibilities of Members on Committees Policy.*
4.2. The chair shall liaise directly with the operations manager as appropriate for the needs of the committee.

5. Meetings

5.1. The committee shall meet on a bi-monthly basis by video conference.

6. Reporting

6.1. The committee chair shall provide a written report of the committee activities to the board for each board meeting.
6.2. Each report shall include:
6.2.1. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
6.2.2. a list of each work item the committee addressed, and the details of the committee's contribution; and
6.2.3. details of any motions made or recommendations being brought forward by the committee.

Related References, Policies, Procedures and Forms:
This Policy References:
Committee Governance Policy
Responsibilities of Members on Committees Policy
Rapid Response Advocacy Plan
This Policy is Referenced by:
None
Forms and documents:
None
Policy History:
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