

## CICan Government Relations and Communications Advisory Committee – Terms of Reference

### Mandate

The Colleges and Institutes Canada (CICan) Government Relations and Communications Advisory Committee (GR-Comms Committee) helps CICan support and respond to its members' needs in government relations, advocacy, communications, and navigating the federal political and policy marketplace. In all, the Committee endeavours to support a “one voice” approach to key messages to stakeholders including the Government of Canada.

### Role

By acting as the voice of the advocacy interests of CICan members, the committee members, drawing on their knowledge and experience, advise CICan's government relations and communications teams on new directions for advocacy, on best practices in the area of government relations and communications, on directions for future outreach initiatives, and in disseminating results with CICan members. They also provide feedback on new and existing resources and activities. Equally, the committee serves as a way for the government relations and communications team to inform the membership of the outcomes of advocacy efforts.

### Responsibilities

- Facilitate effective communication between CICan management and CICan member government relations and communications leads on matters relevant to politics, policy research, intelligence gathering, communications, outreach, and federal developments;
- Collect and record information on institutional and regional priorities;
- Identify areas of further study and activities that would be useful for members' and CICan's advocacy priorities;
- Support collaborative approaches among and between members and partners to provide feedback and advice on effective means of engaging federal officials, key stakeholders, and the general public;
- Play an active leadership role by engaging member institutions in responding to requests for information from CICan as well as from external stakeholders and sharing results with members as appropriate; and
- Undertake an annual review of the Committee's effectiveness and propose expansions or revisions of duties as appropriate.

### Membership

The Committee is composed of representatives from CICan member institutions who play a lead role in government relations and/or communications within their institution. To ensure geographical representations, committee members will be selected from at least two CICan member institutions from each region:

- Atlantic region
- Québec
- Ontario
- Saskatchewan/ Manitoba/ Nunavut
- Alberta/ Northwest Territories
- British Columbia/ Yukon

- All members serve three-year terms which are renewable.
- Members are solicited from the broader CIGan membership.
- If unable to attend a specific meeting, a member or a regional representative can identify an alternate from within the same region to attend the meeting.
- The attendance of guests is authorized by the Chair.

### Secretary

- Secretariat services will be provided by CIGan.

### Chair

- The Committee will elect a Chair and Vice-Chair from among its members for mandates of two years.
- The Chair will oversee the effective work of the Committee and chair every meeting.
- If the Chair is unavailable, the Vice-Chair of the Committee will chair the meeting;
- If neither the Chair nor the Vice-Chair is present, the members present will choose one of their number to chair the meeting; and
- The responsibilities of the Chair and Vice-Chair include:
  - Determine the schedule of meetings in consultation with members and the secretariat, and review and advise on meeting agendas prepared by the secretariat;
  - serve as spokespersons for the Committee;
  - play a lead role at CIGan government relations and communications events.

### Meetings

- The Committee will make every effort to meet in person once per year and by teleconference as required;
- The schedule of meetings will be determined by the chair in consultation with all members and regional representatives; and
- The agenda for the meetings will be determined by the secretariat in consultation with the chair.

### Sub-Committees

- The Committee may form sub-committees as required, which may include members from the Committee, members from other CIGan networks (e.g.: Data & Statistics) and any other CIGan staff as required.

### Reporting

- The Committee Chair will bring forward record of decisions from the last meeting at each Committee meeting.
- The Secretary of the Committee shares the record of decisions, once reviewed by the committee, to the network.