

Advocacy Sub-Committee

Terms of Reference

Approved CMA Board of Directors January 31, 2024

The **Advocacy Sub-Committee** is tasked with reviewing the Advocacy deliverables of the CMA (including Hill Day, policy asks, pre-budget submissions, and review of National Museum Policy), and making recommendations to management to increase the value of Advocacy to the CMA and its members.

The committee is expected to meet virtually two to three times per year, driven likely by the Advocacy timelines (i.e. Hill Day and pre-budget submissions) and term is completed by December 31, 2025.

Service on the committee is non-remunerative, and no travel is anticipated, but any travel or other expenditure would be reimbursed in accordance with CMA policies.

The operating language of the committee will be English.

The Committee is expected to review and discuss information and proposals from the Senior Manager, Advocacy and external Consultants and make recommendations to the Board and Executive Director.

The Advocacy Sub-Committee shall:

- Review these Terms of Reference;
- Review the Advocacy timelines;
- Suggest ways in which the program can be improved;
- Receive and review recommendations from staff or from Members on potential improvements to the Advocacy program;
- Keep the deliberations of the Advocacy Sub-Committee confidential; and,
- Maintain minutes of all meetings and provide a written report to the CMA Board of Directors when needed.

The Advocacy Sub-Committee will be comprised of:

- One (1) member of the current CMA Board of Directors to act as Committee Chair;
- Between three (3) and five (5) CMA members with knowledge and experience with Advocacy;
- The current Executive Director is invited as an ex-officio committee member.

Staff Support

- Dnyanesh Kamat, Senior Manager, Advocacy, will act as staff support for the committee.
- The CMA will provide administrative support to the committee, including scheduling, agenda development and minute taking as required.