



Committee Terms of Reference

Name:

Government Relations Committee

Members:

- The Committee is made up of a chairperson and up to 5 committee members, one of whom shall be the CDAA Executive Director

Apart from the permanent positions, the membership of this committee is to be staggered with 2 individuals fulfilling a two year mandate and the remaining individuals fulfilling a three year mandate. Individuals expressing an interest in fulfilling a mandate must submit to the Executive Director of CDAA a letter of introduction indicating their preferred mandate duration along with a current resume or biography. The Executive Director will take all applications to the CDAA Board of Directors for consideration.

Goals:

1. Determine the priority issues CDAA should present in its lobbying initiatives to the federal government and supervise the Executive Director's advocacy initiatives to the federal government
2. Collaborate with the Knowledge Transference Committee in presenting well researched positions to relevant contacts in the federal government
3. Assist in re-establishing CDAA's fundamental role in developing national policy as it relates to the federal government's involvement in issues of concern to oral health and the practice of dental assisting

Deliverables

This committee will have achieved its objective(s) by proposing and monitoring the primary issues it feels is of the upmost interest to advancing the profession of Dental Assisting in Canada as it relates to the activities undertaken by the federal government. The committee will aim to assist the organization's strategic plan as it relates to government relations. The committee will be expected to produce reports annually and quarterly as required.

Scope / Jurisdiction





The committee is a standing committee of CDAA's reporting to the Board of Directors.

Resources and Budget

Beyond the valued contributed time of committee volunteers, significant resources or budgets are not expected to be required.

Governance

A clear majority vote (50%+1) will allow decisions to move forward. The committee is a standing committee of CDAA's reporting to the Board of Directors. The consensus and decisions derived from meetings will be reported to the CDAA Board of Directors for further action to take place.

Additional Notes

- Meetings will be conducted via phone with occasional email communication occurring.
- Committee members may be called upon to come to Ottawa once a year to meet with legislators and senior level bureaucrats
- Where there is shared information, such as plans and contact information, this information will be stored at CDAA's national office.
- The Committee chair will take responsibility for reporting back to the committee and for communicating back to the CDAA's Board and Executive Committee. The Executive Director will assume information circulation.
- Meetings should occur in either monthly or quarterly as determined by the issues present and their urgency.
- Committee members should ideally have an interest in legislation or politics and political acumen

203-2255, boul. St. Laurent Blvd.
Ottawa, ON K1G 4K3
☎ 613.521.5495 • 1.800.345.5137
☎ 613.521.5572 • 1.888.683.2322

cdaa.ca

