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**Advocacy Committee Terms of Reference**

The Paramedic Chiefs of Canada (PCC) Advocacy Committee shall have the mandate to assist the Board to meet its goals related to advancing and promoting the profession and the Association’s priorities as identified by its membership strategic plan. The Advocacy Committee is an advisory committee and is not a decision-making committee.

As guided by the Board and PCC Strategic Plan, the Committee will develop and employ communications and advocacy tactics and strategies to advance the Association’s advocacy agenda on behalf of its members to a broad range of policy makers, decision makers, influential stakeholders, and organizations.

**RESPONSIBILITIES AND DUTIES**

The Advocacy Committee is expected to provide advice on advocacy efforts and initiatives that can be taken up by the Association. The Advocacy Committee also provides feedback and reports on advocacy efforts undertaken by, and on behalf of, the Association. Advocacy is defined as any action which promotes the profession and its members. Advocacy includes, but is not limited to:

• Meeting with government and other agencies

• Liaising with partner organizations

• Development of Position Papers representing Association and Industry priorities as directed by the Board

• Letter writing / promotional campaigns

• Development and actioning engagement strategies with key stakeholder groups

The Advocacy Committee is expected to be knowledgeable of the issues and needs of paramedic leadership, practitioners, and the profession.

The Advocacy Committee will make recommendations to the Board about future action that can be taken with respect to advocacy.

Advocacy Committee members are not solely responsible for conducting advocacy efforts on behalf of the Association.

The committee will develop goals and objectives annually which will be submitted to the Board for approval. The committee will provide the board with a review of advocacy activities undertaken and recommendations for future activities.

**MEMBERSHIP AND MEETINGS**

1. Membership: Advocacy Committee shall be comprised of a minimum of four members including a Committee Chair and Secretary; there is no maximum number. Where practicable, membership shall provide balanced national representation. Non-board members who are members of the PCC may be appointed to the committee. The PCC Vice President is an ex-officio member of the Committee.

2. Appointment: The Committee Chair and the members of the Advocacy Committee shall be appointed by the Board and shall serve until replaced. Any member, except for the PCC President and Vice President may act as Committee Chair. The Committee Chair is approved by the Board annually. The secretary to the Advocacy Committee need not be a Board member and will serve by appointment of the Committee, from within its members.

3. Reporting to Board: The Advocacy Committee Chair will report on matters arising at the Advocacy Committee meeting and, where applicable, present the Committee's recommendation to the Board for its approval. Recommendations to the Board will be made based on a majority of Committee members.

4. Meetings: The Advocacy Committee shall meet at least four times each year. Meetings shall be held at the call of any committee member and may also be called at the request of the PCC Executive Director. Except in emergency situations, Advocacy Committee members will be given at least 48 hours prior notice of an Advocacy Committee meeting.

5. Conduct of Meetings: Meetings may be held in person, by conference telephone call or videoconference, or by any individual member participating by conference telephone or videoconference.

6. Annual Plan: The Advocacy Committee will create an annual work plan guided by the Board and Strategic Plan identified priorities, outlining its calendar of major activities to be covered.

7. Annual Review: The Advocacy Committee will review and assess the adequacy of these Terms of Reference on an annual basis and recommend it, including any changes that are appropriate, to the Board for approval.

8. Responsibility of Members: Members are responsible to: be prepared to attend and participate in meetings; be responsive to requests for feedback outside meeting times; declare conflicts of interest; undertake decision making in the interest of the PCC and whole membership; and ensure that the Advocacy activity meets the expectations of the Board membership.

***Approved by the PCC Board of Directors: \_\_\_\_, \_\_\_, 2023***