

Canadian Council of Chambers and Business Organizations (CCCBO)

Terms of Reference

Type

Operational Council

I. PURPOSE

The purpose of the Canadian Council of Chambers and Business Organizations (CCCBO) is to give the various Canadian regions (as defined in the CGLCC Policy & Procedures Manual) a forum to discuss regional issues as they pertain to LGBT business.

II. COMPOSITION AND QUORUM

The CCCBO is composed of up to eight (8) Regional Affiliate Members (voting), representing the following geographic regions: 1) British Columbia, 2) Alberta, 3) Saskatchewan, 4) Manitoba, 5) Northern Territories (Yukon, North West Territories, Nunavut), 6) Ontario, 7) Quebec, 8) Atlantic Region (New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland & Labrador). Member organizations are those that represent the above region and have signed an MOU and paid any associated dues.

The Council also includes the:

- CGLCC Board Chair (ex officio)
- CGLCC CEO (non-voting)

and other CGLCC Members from the following stakeholder groups:

- Associate Members (non-voting) representing business groups that have an interest in LGBT business.

The council selects its chair and may select a vice chair.

1/3 of voting members of the CCCBO constitutes a quorum.

III. ACCOUNTABILITY

The CCCBO is accountable to the CEO. The Council has no authority to direct senior leadership or commit CGLCC unless specifically authorized by the Board through the Council Terms of Reference or otherwise.

IV. DUTIES AND RESPONSIBILITIES

The CCCBO will discuss issues of importance, recommend policy and help determine how to advance the interests of the collective membership. In addition, the CCCBO will serve as a venue for its members to share information, discuss issues such as assisting development of regional organizations in regions with no such organizations, membership development and retention, offer mutual advice for attaining success and warding off failures, and communicate the needs of local groups to the CGLCC.

The Council performs the following duties:

- a) Share best practices to support the development, growth, and strengthening of both the CGLCC and the various CGLCC Regional Affiliates;
- b) Review and make recommendations for updates to CGLCC-related policies and practices;
- c) Support the development and distribution of an annual survey of all CGLCC Regional Associate members;
- d) Be willing to sit on Council sub-committees.

V. MEETINGS

The CCCBO holds at minimum two meetings via teleconference or in person in conjunction with CGLCC annual signature events – such as the Supplier Diversity Forum and the Gala Dinner. Additional meetings may be held as deemed necessary by the Council Chair.

VI. REPORTING

The Council reports to the CEO by providing a report following each meeting. The report details what the Council has been working on, what the Council recommends bringing forward for discussion or approval to the Board level, and the key issues that the Council is focused on.

VII. STAFF SUPPORT

The CEO shall ensure staff support is provided to the Council as required.

VIII. EXTERNAL ADVISORS

The Council may, if budgeted, engage independent advisors at the expense of CGLCC when it deems necessary, subject to the approval of the CEO.

IX. REMUNERATION

All expenses incurred to attend meetings are the responsibility of the individual Council member and/or the member's company. Participation on the Council is not a guarantee of new, expanded, or retained business with any other corporation or LGBT Business Enterprise seated on the Council.