

Corporate Advisory Council

Terms of Reference

Type

Operational Council

I. PURPOSE

The Corporate Advisory Council functions as a forum for the exchange of information on the intersection of LGBT and business outside of procurement. It will explore opportunities for CGLCC and National Members – Corporate to engage on multiple levels.

II. COMPOSITION AND QUORUM

The Corporate Advisory Council is comprised of representatives from all National Members – Corporate (voting) of the CGLCC. The Council also includes the:

- CGLCC Board Chair (ex officio)
- CGLCC CEO (non-voting)
- CGLCC Board Member – National Member - Corporate representative from an organization (voting)

Other partner organizations may be invited to participate (non-voting) as appropriate.

The CEO, on the recommendation of the CGLCC Board Chair, appoints the Chair and Vice-Chair.

1/3 of voting members of the Corporate Advisory Council constitutes a quorum.

III. ACCOUNTABILITY

The Corporate Advisory Council 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 Corporate Advisory Council serves as a collaborative forum (marketing, human resources, employee resource group leaders and government affairs professionals) to discuss issues in which the CGLCC and its National Members - Corporate can work together to increase business opportunities and raise public awareness regarding LGBT diversity and inclusion.

The Council makes recommendations to the CGLCC Board and helps to set priorities as they relate to the Council members in order for the CGLCC to serve in its capacity to act as a bridge between Canadian corporations and the LGBT business community. The Corporate Advisory Council seeks to educate Canadian Corporations and the public as to the economic benefits of inclusion and engage in mutually beneficial relationships with the LGBT business community through the CGLCC and Regional Affiliates.

Agenda items often touch on topics in LGBT consumer engagement, federal and provincial LGBT policy issues, human resources trends and hurdles such as self-identification and ERG support. The Corporate Advisory Council also serves as an avenue through which the corporate partners may strengthen their relationships with 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 Corporate Partners;
- b) Review and make recommendations for updates to CGLCC-related policies and practices;
- c) Provide internal and external introductions and assist in growing corporate membership, participation, and engagement
- d) Be willing to sit on Council sub-committees.

V. MEETINGS

The Corporate Advisory Council holds at minimum two meetings via teleconference or in person in conjunction with CGLCC annual signature events – such as the Annual Summit 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 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 Corporate Advisory Council member and/or the member's company. Participation on the Corporate Advisory Council is not a guarantee of new, expanded, or retained business with any other corporation or LGBT Business Enterprise seated on the Council.