



January 21, 2024

## **National Issues Committee Terms of Reference**

### **Purpose:**

The National Issues Committee (NIC) was established to increase the focus on National Issues as the core of CAGFO's branding and foundation for educational offerings and to set it apart from the Provincial organizations which tend to focus on more technical and regional issues.

The NIC functions as a support to the Board of Directors for determining nation wide issues, and providing opportunities to strengthen relations with partner organizations in the field of Government Finance, for use in promoting CAGFO's relevance and strategic brand in all communication and educational offerings, including conferences, symposiums, webinars, seminars and local workshops.

To be successful in achieving its functions, NIC will leverage the expertise and network of CAGFO Life Members.

### **Functions:**

The National Issues Committee is responsible for:

1. Developing an index of organizations who are considered partners in Government Finance.
2. Developing and maintaining a list of National issues facing Government Finance Officers for use by other Committees for communication, professional development, conference program content and educational product development.
3. Developing a list of experts/potential speakers in conjunction with the partner organizations who can speak to the identified issues.
4. Collaborating with partner organizations and experts for development of articles highlighting a national issue for periodic inclusion on the website and in newsletters.
5. Working with the Executive Committee and Executive Director as needed when strategic decisions need to be considered on future product development and changes in programming.

**Members:**

1. Up to four (4) members from the Board of Directors and/or volunteers recruited from the membership including Life members.
2. The Executive Director and the Manager of Operations (optional).

**Length of Term:**

A two-year term with the possibility of renewal for a second two-year term.

**Frequency of Meetings:**

1. The committee will meet approximately once a month or at the call of the chair by teleconference, on-line portal or in person as the agenda allows.

**Reporting Responsibility:**

1. The National Issues Committee reports to the Board of Directors meetings as required.
2. Additional information or updates may be communicated to the Board of Directors by e-mail, when appropriate.
3. All meetings shall be documented, with minutes circulated and preserved in the CAGFO records.