

## Terms of Reference for The Greater Nanaimo Chamber of Commerce Community Impact Committee (“CIC”)

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### 1. Purpose

#### Standing, Operations Management

**Policy 4.2.1:** The purpose of any operations committee shall be to fulfill specific roles under the direction of the President and Chief Executive Officer.

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### 2. Objectives

The objectives of the Committee are to:

- To act as a support and guidance resource for NCICs on matters relevant to Nanaimo's Community Impact organizations
- The Committee will be chaired and co-chaired by a member of the Community Impact Organization Committee and a Chamber Board Director or Staff.
- Members of the Committee will have an interest in the leadership and advocacy of the Community Impact sector.
- The purpose of the Committee is to create a network of support to overcome challenges by creating a united front: funding ideas, support, coaching, strategic support, and community partnerships.
- The purpose of this Committee is to create ideas, support, and bridge gaps where needed within the NCIC community. The Chamber will provide human resources to support and drive initiatives that come from this Committee.
- The Committee is encouraged to set up working groups and task forces to address specific issues, engaging other members with a specific interest and expertise in the issue at hand.
- The Committee will identify and determine the validity of issues to make recommendations on and communicate to the Chamber Board.
- The Committee will research the issues to sufficiently prepare a position for presentation and distribution.
- The Committee will explore ways to collaborate for the common good of the community.
- The Committee will inspire conversations to build partnerships and break down silos.

- The Committee will seek the appropriate resources to support goals, projects, and actions.
- The Committee will explore ways to advocate effectively for all NCICs.
- The Committee will be purposeful in ensuring representation from marginalized communities (Indigenous, newcomer, people with diverse abilities) is represented.

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### 3. Membership

#### *Composition*

The Committee shall comprise:

- A Chairperson, appointed by the Chamber Board.
- At least one member of the Chamber Board of Directors
- Representatives from the CIC community, businesses, and organizations
- Chamber member representatives committed to advancing Community Impact Organizations (CIO's)
- Experts or advisors with relevant expertise
- Chamber staff

#### *Selection Criteria*

Members shall:

- Demonstrate a commitment to CIO economic growth.
- Possess expertise in relevant industries, sectors, or reconciliation initiatives.
- Reflect diverse perspectives, including all sectors of CIO's

#### *Term*

Members serve a renewable term of one year, subject to review by the Chamber Board.

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### 4. Roles and Responsibilities

#### *Committee Members*

- Attend and actively participate in meetings.
- Contribute to the development of Community Impact-focused initiatives.
- Act as ambassadors for the CIC within their organizations and networks.

#### *Chairperson*

- Lead committee meetings and set agendas.
- Serve as the primary liaison between the Committee and the Board.
- Represent the Committee in external engagements, as needed.

*Chamber Staff*

- Provide administrative and logistical support.
  - Facilitate communication between the Committee, the Board, and external stakeholders.
  - Ensure alignment of committee activities with Chamber goals.
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*5. Meetings*

- **Frequency:** The Committee shall meet monthly.
  - **Quorum:** At least 50% of the members, including the Chairperson or their delegate.
  - **Decision-Making:** Decisions shall be made by consensus or a majority vote, if necessary.
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*6. Deliverables*

- An annual action plan to support CIC initiatives.
  - Recommendations to the Chamber Board on policies and practices that promote CIO's.
  - Educational resources, projects, and workshops for Chamber members.
  - Progress reports on the Committee's activities and impact.
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*7. Accountability*

The Committee shall prepare a report for the Chamber Board of Directors.

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*8. Review*

The Terms of Reference shall be reviewed annually to ensure alignment with reconciliation goals and the Chamber's broader mission.