

TERMS OF REFERENCE
NAFR-OTTAWA BRANCH ADVOCACY COMMITTEE

Introduction

At the September 2016 Strategic Planning Session of the Ottawa Branch's (the Branch) Board of Directors a decision was made to constitute a standing Advocacy Committee. Previously, in the run-up to the Federal Election of 2015, the Branch had formed an Ad Hoc Advocacy Working Group to undertake a mobilization of local members, and a range of advocacy activities, in support of the National Office's "Honor Your Promise" campaign aimed at protecting the pension interests and benefits of federal retirees.

The campaign, at the National and local levels across Canada, helped influence the platforms of the major political parties with respect to protecting the pension benefits of federal retirees. In the period following the election, the Branch's ad hoc Committee prepared a final report on its activities and was dissolved. Protecting the interests of federal retirees requires an ongoing and regular effort. The membership size of the Ottawa Branch and access to key Government official and political leaders in Ottawa, places the Branch in an ideal position to support the National Office in implementing its advocacy priorities.

Mandate

To undertake at the local level, activities and campaigns that support the advocacy priorities of federal retirees as established by the National Office. Namely,

- Protecting our members pension, health and dental benefits;
- Building better retirement security for more Canadians;
- Working towards a national senior's strategy within a new Health Accord;
- Ensuring Canada's veterans have the support and dignity they deserve.

Key Tasks

- Develop an appropriate local-level action plan for the pro-active mobilization of members in support of identified priorities;
- Collaborate with the Branch Communications Committee in the development of awareness initiatives;
- Liaise with the National Office 's Advocacy Department on planned activities to ensure consistency of objectives and messaging;
- Obtain the approval of the Branch's Board for the implementation of the action plan and proposed activities;
- Coordinate the implementation of approved action items; and

Approved by The Board
June 27, 2017

- Report to the Board at regular intervals on actions undertaken and progress achieved.

Committee Composition

- Chaired by a Vice-President,
 - A Co-Chair to be designated by members of the Committee.
 - The Chair of the Communications Committee;
 - The Chair of the Branch Community Liaison Committee;
 - The Ottawa Branch Managing Director;
 - Directors and/or members at the call of the Chair or as requested by the Branch Board to a maximum of four (4) members;
- Subject matter expert, where/when required; and
- A designated observer from the National Office.

The Advocacy Committee may also be assisted, from time to time, by other volunteer members to carry out its mandate.

Accountability

The Advocacy Committee, through the Chair, is accountable to the Branch's Board of Directors for obtaining approval, prior to implementation, of action plans and related activities.

Operational Procedures

The Committee will meet on a quarterly basis or more frequently when required. Between meetings consultations can take place by email. Meetings may take place in the Ottawa Branch boardroom and participation may be by conference call or videoconference where appropriate. Meeting documentation will normally be circulated via email.