



TERMS OF REFERENCE

External Relations Committee

Type of Committee

The External Relations Committee is a CCLA standing committee.

Accountability

The Committee is accountable to the CCLA Board of Trustees. The Committee reports to the Board through its Committee Chair.

Purpose

The External Relations Committee advises and provides expertise to the Board on matters related to the overall external relations and communications of the CCLA.

Functions/Responsibilities

The responsibilities of the Committee are to:

- Advise the Board of Trustees on priority issues that the CCLA should present in its advocacy and lobbying initiatives to the local, provincial, federal governments and civil society.
- Oversee the CCLA's advocacy initiatives with those governments and stakeholders within the overall parameter of providing advice, guidance and recommendations to the Board of Trustees.
- Collaborate with the Board of Trustees and other CCLA Committees in presenting well-researched Board approved positions to relevant contacts in the local, provincial and federal governments or other external organizations.
- Support the Board of Trustees in its liaison with the Membership, stakeholder's society and legal community at large to facilitate awareness, knowledge and understanding on issues and/or matters that the CCLA advocates or comments on.
- Support the Board of Trustees' work in establishing relationships and collaborate with key external organizations involved in legal – related & access to justice initiatives locally, provincially and federally.

- Assist and advise the Board of Trustees in establishing CCLA's role in developing local, provincial and national policies as it relates to local, provincial and federal governments and other external organizations on access to justice and legal – related matters.
- Support the Board of Trustees in maintaining and enhancing CCLA's relationship with the key external partners (i.e. LSO, FOLA, AJEFO, Advocates Society, DCAO, CBA and OBA) within the scope of Board relevant approved policies such as the Communications Policy.

Structure

1. Membership

The Chair of the Committee is appointed by the CCLA President.

The remaining members of the Committee are appointed by the Chair and approved by the CCLA President.

The CCLA Executive Director is an *ex officio* member of the Committee.

2. Tenure

Each member is appointed for a one year term, and may be renewed by the President for consecutive terms to a maximum of 5 years, it being the goal to ensure continuity leading up to and following the CCLA strategic planning retreat, while fostering turnover to new members

3. Meeting Arrangements

The Committee meets at dates and times set by the Committee Chair in consultation with the Executive Director, no less than once per quarter.

Meetings are called and organized by the CCLA staff, which provide advice & consultative support, tabulate attendance, organize catering and meeting space, take minutes and provide meeting materials.

4. Budget

The budget for the activities of the Committee itself shall be prepared by CCLA staff, and shall be set by the Board of Trustees, after consultation with the Committee Chair.
Prepared by: Executive Director

Date: January 17, 2020

Reviewed By: President, Vice-President, Trustee & Executive Director

Date: January 30, 2020

Revised By: Executive Director

Date: January 31, 2020

Reviewed By: Board Trustee, President, Vice President & Executive Director

Date: February 6, 2020

Reviewed By: Executive Committee

Date: February 12, 2020

Approved By: Board of Trustees.

Date: February 19, 2020