

Committee Name:	Advocacy Steering Committee	Type:	Operational Standing Committee
Chairperson:	Appointed by Council	Vice-Chair:	Appointed by Council
Responsible to:	Council	AAA Administration Support:	Executive Director AAA Administration

Authority and Purpose: This committee is established by the AAA Council under AAA Bylaws 5.4(1).

The purpose of this committee is to support the portion of the AAA's mandate that includes the support and advancement of the professions or architecture and licensed interior design.

Composition:

- The Committee Chair is appointed by Council.
- Committee Members are appointed by the Chair.
- The committee shall have a minimum of 3 members.
- Committee members must all be members in good standing of the AAA.

Term of Office:

- Committee members serve a one (1) year term.
- All members may be reappointed for additional terms.

Criteria The Committee will provide advice to the AAA that will help the organization move forward on our mandate. The Committee may create ad-hoc sub-committees and/or task forces from time to time. The Committee's terms of reference and mandates are approved by the Council.

SPECIFIC AREAS OF RESPONSIBILITY

Mandate: **Strategy oversight** - The Steering Committee will set the high-level strategy for the AAA's external relations activities related to promoting the professions. The committee will oversee and guide the work of the three ad-hoc task forces established in January 2019:

- Government and External Relations task force
- Public Education working task force
- AHJ working task force

Resource allocation - The Steering Committee will be responsible for working with AAA Administration to determine how the financial resources set aside for Advocacy initiatives will be allocated between the task forces.

Guidance for contractors - The Steering Committee will also provide guidance for any external contractors hired by AAA in support of the Advocacy Strategy.

Reporting – The Steering Committee will be responsible for providing biennial reports to AAA Council and upon request, the AAA Executive Director.

Communication – the Steering Committee will provide support to the AAA Communications department around communication of advocacy initiatives, key message and outcomes to AAA's membership. Where relevant, the committee will guide the engagement of AAA members in the communication of key messages to external stakeholders.

Deliverables:

- **Develop and/or update an annual work plan** - on a yearly basis, develop a work plan that includes for each task force the objectives, tactics, timelines, metrics and resources required in support of the approved strategy.
- **Resource allocation plan** – work with the task forces to decide where the annual budget for Advocacy will be allocated.
- **RFP for consultant services** – work with AAA Administration to determine when the strategy and high-level work plan are sufficiently outlined that a consultant can be recruited in support of the project. Develop an RFP for consultant services in support of the annual advocacy strategy.
- **Determine process for approvals** – working with the task forces and AAA Administration develop a protocol for establishing policy positions on various matters with clarity around who has the authority to approve such policies and who has authority to communicate them.
- **Develop position statements** – working with the task forces and AAA administration, develop a series of position statements for approval.

**Meetings,
Timeframes, and
Deadlines:**

Meetings may occur as required in the initial stages. Over time, it is expected that the committee may meet every 3 months. Attendance may be a mix of conference call, video, web and in-person.

**Proposed Approval
/ Review Date:**

Annual review for this relatively new committee would be advisable in the first year or two.

Date for review: January 2020

Relevant legislative framework:

Alberta Association of Architects Bylaws

PART 5

COMMITTEES

Other Committees

5.4(1) The Council shall:

- (a) determine the membership requirements and term of office of committees of the Council;
 - (b) designate the chair and, if necessary, vice-chair of the committees; and
 - (c) determine the functions, duties and responsibilities of the committees.
- (2)** The Council may appoint such other committees of the Council or establish committees of the Association as the Council considers necessary and shall designate the chair and if necessary, the vice-chair of each committee so appointed.
- (3)** A committee of the Council or a committee of the Association may be composed of such individuals as the Council considers necessary and may include persons who are not registered architects, licensed interior designers or members of the Association.
- (4)** Individuals appointed to a committee may be appointed for a fixed period or periods of time but not all members need be appointed for the same period of time.
- (5)** Individuals appointed to a committee may have their appointments terminated at any time by the Council or have the designation of chair or vice-chair revoked, as the case may be.
- (6)** Notwithstanding anything in this section, the Council may delegate to the chair of any committee that is not a standing committee, the ability to appoint or dismiss members of that committee.
- (7)** The Council may establish rules of order and procedure for the conduct of business of a committee established by it.
- (8)** If no rules of order and procedure are established by the Council the order and procedure at meetings of a committee shall be those normally accepted rules of order and procedure governing meetings of a like nature, but if a dispute arises the dispute shall be settled by the chair of the meeting and the chair's decision is final.