



Terms of Reference: GOVERNMENT RELATIONS ADVISORY COMMITTEE

Vision

Every child is valued and reaches their full potential.

Mission

Owl Child Care provides nurturing, play-based early learning to support each child in realizing their potential while giving families peace of mind.

Intent

To provide strategic advice to management and assist in formulating a government relations strategy for advocacy and to influence government child care policies and resources.

Accountability to the Executive Director

Planning and Reporting

1. Chairperson to prepare the agenda on the approved template and send with supporting documents to the committee a minimum of 1 week prior to each committee meeting.
2. Appoint a committee member to record the minutes of all committee meetings and to forward the minutes to the Executive Director within 1 week of the meeting.

Authority & Responsibilities:

3. The Committee has authority within the policy parameters and budget established by the Board to:
 - 3.1. Promote the development and support of relationships with elected officials and government staff at all levels of government; supply appropriate contact points in political, bureaucratic and media circles as appropriate.
 - 3.2. Identify and recommend government relations messages, strategies and actions for Owl Child Care.
 - 3.3. Review and comment upon recommendations and/or proposed programs or strategies
 - 3.4. Provide Owl's Executive Director with pertinent information on identified issues and opportunities
 - 3.5. In consultation with the Executive Director, liaise with Owl's Governance committee and Board of Directors as appropriate.



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- 3.6. As requested, be involved in appropriate representations with the Executive Director or Board Chair to appropriate federal, provincial or local officials, media outlets and other stakeholders.
- 3.7. Conduct an annual government relations strategy and policy review suggesting any changes/improvements for discussion/consideration by the Executive Director and/or the Board;
- 3.8. Assist the Executive Director in monitoring the effectiveness of government relations efforts; and
- 3.9. Support Owl's Board of Directors in their government relations efforts through the provision of resources and training as appropriate.

Commitment:

- This committee will meet quarterly, with additional meetings and email discussion as required.

Term

- Any member of the Board will serve no longer than his or her term on the Board.
- Non-Board members of the Government Relations Advisory Committee will serve for a term of two years (i.e., April to March) and may be reappointed as may happen from time to time

Committee Membership:

- Executive Director (voice and vote) will chair this advisory committee.
- Three (3) to Five (5) committee members will be selected for their individual and collective expertise in Government Relations, Advocacy, Policy Development and/or to represent various perspectives (ECE, parent, etc.)
 - Directors who serve on this committee do so as an individual, not a director, with no additional authority.

Reviewed & Approved

Executive Director

Date

Cc to the Board of Directors: _____