

1. Purpose of Committee

The fmi*igf Chapter Advisory Council (the “Committee”) is a regional and advisory body where duly appointed chapter representatives provide collective guidance, strategic advice and regional perspective to the FMI Board. The Committee will support and strengthen the culture of the FMI association resulting in the mutual success of the 14 chapters and the association.

2. Committee Membership

The Committee will be comprised of:

- The CAC Chair and/or all 14 Chapter President representatives;
- Eastern, Central and Western Regional Directors (3); and
- The Chief Executive Officer.

The three Regional Directors as well as the Chief Executive Officer shall be non-voting members of the Committee.

3. Appointment and Terms

The Chair of the Committee will not need to be a current Chapter President, nor a former CAC Member. The Chair of the Committee will be nominated for a two-year term amongst the representatives of the 14 Chapters. That term can extend to a maximum of two years, if approved by the Committee. The Chair position should rotate between the three regions (Eastern, Central and Western). The Chair of the Committee will be a voting member but will refrain from voting on the position of the Chair of the Committee.

Member representatives for the Chapters can be self-nominated or nominated by any fmi*igf member to become the Chair. Nominations will be accepted by the three Regional Directors. Members of the Committee will then make the appointment by a simple majority vote. The Board of Directors will be advised of the appointments to the Committee.

4. Roles and Responsibilities

The specific responsibilities of the Committee include:

The CAC Chair will provide updates and recommendations to the Board of Directors on strategy, policies and processes to ensure effective and efficient governance, including but not limited to:

- The development and achievement of FMI goals, including being a united national association;
- Events and marketing;
- Member engagement, including young professional networking groups;
- Chapter orientation and training;

- Financial management and audit;
- FMI governance;
- Standard application of policies;
- Use of national systems, such as the registration system and membership database, etc;
- Sponsorship strategies; and
- Other items of interest.

The CAC Chair will attend two regularly scheduled Board meetings (PD Week and PSMW) and the annual Board Strategy meeting.

The Regional Directors will provide updates and recommendations from the Board of Directors at each CAC Meeting.

The Committee will assist in promoting and achieving the objectives of the Board of Directors, such as:

- Ensuring timely responses to any queries, requests or recommendations made by National Office;
- Periodically reviewing of the Committee Terms of Reference (at least every two years) and any resulting proposed revisions to the Terms of Reference will be presented to the Board of Directors for approval;
- Periodically reviewing the Chapter Affiliation Agreements (at least every two years).

5. Committee and Sub-Committee Meetings

- The Committee will meet at least quarterly, virtually, and in person during PD Week and PSMW;
- All Committee members, or a designated substitute, are expected to attend each meeting, in person or via digital means;
- At any meeting of the Committee, a majority of its members (8) will constitute a quorum. Voting will be by consensus where possible or by a simple majority of those in attendance;
- The Committee may form sub-committees and have ad hoc meetings for any purpose it deems appropriate and may delegate to such sub-committees or to members of the organization's management such responsibility as it deems appropriate;
- The Committee shall have in-camera agenda items with only Chapter Presidents and the CAC Chair in attendance; and
- The Committee and its sub-committees may invite members of management, or others, to attend meetings and provide pertinent information, as necessary.

6. Support from National Office

Act as the Secretary for the CAC and:

- Schedule and make appropriate arrangements for meetings;

- Provide a record of attendance and maintain minutes for discussions, motions, voting and decisions; and
- Provide a record of all discussions to the committee in a timely manner.

7. Committee Evaluation

The Committee will evaluate its own performance annually.