

Advocacy Committee Terms of Reference

The Advocacy Committee of the Board shall have the mandate to assist the Board to meet its goals related to advancing and promoting the profession. The Advocacy Committee is an advisory committee and is not a decision-making committee.

To develop and employ communications and advocacy tactics and strategies to advance the Association's advocacy agenda on behalf of its members to a broad range of policy makers, decision makers, influential stakeholders, and organizations. Audiences may include but not be limited to members of parliament/legislature (federal/provincial), bureaucrats, other advocacy and non-governmental organizations, insurance industry, media, patient advocacy groups, professional regulatory colleges, and providers of physical therapy and related services.

RESPONSIBILITIES AND DUTIES

The Advocacy Committee is expected to provide advice on advocacy efforts and initiatives that can be taken up by the Association. The Advocacy Committee also provides feedback and reports on advocacy efforts undertaken by the Association. Advocacy is defined as any action which promotes the profession and its members. Advocacy includes, but is not limited to:

- Meeting with government and other agencies
- Liaising with partner organisations
- Letter writing / promotional campaigns
- Supporting fundraising campaigns

The Advocacy Committee is expected to be knowledgeable of the issues and needs of physiotherapists and students of physiotherapy in Alberta and to the users of physiotherapy and related services.

The Advocacy Committee will make recommendations to the Board about future action that can be taken with respect to advocacy.

Advocacy Committee members are not solely responsible for conducting advocacy efforts on behalf of the Association.

The committee will develop goals and objectives annually which will be submitted to Board for approval. The committee will provide to the board a review of advocacy activities undertaken and recommendations for future activities.

MEMBERSHIP AND MEETINGS

1. **Membership:** The Advocacy Committee shall be comprised of a minimum of two members; there is no maximum number. Non-board members who are members of the AAP may be appointed to the committee. The Board Chair is an ex-officio member of the Committee.
2. **Appointment:** The Advocacy Committee Chair and the members of the Advocacy Committee shall be appointed by the Board and shall serve until replaced. Any member, except for the Board Chair may act as Committee Chair. The Committee Chair is approved by the Board annually. The secretary to the Advocacy Committee need not be a Board member.
3. **Orientation:** The Advocacy Committee will provide orientation to new members of the Committee with respect to their duties and responsibilities as members of the Committee.
4. **Reporting to Board:** The Advocacy Committee Chair will report on matters arising at the Advocacy Committee meeting and, where applicable, present the Committee's recommendation to the Board for its approval. Recommendations to the Board will be made based on a majority of Committee members.
5. **Meetings:** The Advocacy Committee shall meet at least four times each year. Meetings shall be held at the call of any committee member and may also be called at the request of the CEO. Except in emergency situations, Advocacy Committee members will be given at least 48 hours prior notice of an Advocacy Committee meeting.
6. **Conduct of Meetings:** Meetings may be held in person, by conference telephone call or videoconference, or by any individual member participating by conference telephone or videoconference.
7. **Information Needs:** In order to fulfill its responsibilities, the Advocacy Committee should have access to accurate, relevant and timely information, industry and other external data to determine industry benchmarks or best practices, and other comparative information that is prepared on a consistent basis.
8. **Annual Plan:** The Advocacy Committee will create an annual work plan outlining its calendar of major activities to be covered.
9. **Annual Review:** The Advocacy Committee will review and assess the adequacy of this Charter on an annual basis and recommend it, including any changes that are appropriate, to the Board for approval.

Approved: May 3, 2022