

## Federal Affairs Committee Terms of Reference

**Current Chair:**

**Current Members:**

**Current Staff Liaisons:**


### **Purpose of the Committee:**

To provide strategic direction on federal policy, programs and initiatives that support REALTORS®, promote homeownership, and strengthen the housing continuum in Canada.

### **Responsibilities of the Committee:**

- Act as a liaison between REALTORS®, CREA and the federal government by bringing forward emerging federal policy issues
- Provide strategic direction (as timelines permit) on government submissions prepared by staff on federal policies and programs that impact REALTORS®, homeownership, and the housing continuum.
- Ensure strong and effective participation by the PAC Network by providing input on PAC Rep education and training plans
- Provide strategic direction for national PAC initiatives that advocate REALTOR® priorities to Parliamentarians or are held for educational or informational purposes.
- Position REALTORS® as a go-to resource for the government
- Make recommendations and participate as appropriate in consultations on compliance programs impacting REALTORS®
- Ensure that CREA's social purpose is reflected in federal affairs committee activities.

### **Accountability:**

Federal Affairs Committee is accountable to the Board of Directors.

### **Committee Membership:**

Up to 12 Committee members comprised of:

- 1 Director who shall be Chair (one year term)
- 2 Directors
- Up to 9 who shall be comprised of REALTOR® members and/or Staff Representatives. Of these, up to 2 shall be board or association staff representatives.

**Membership Criteria:**

1. Have knowledge, skills and/or competency in federal affairs and government relations
2. Bring a strategic perspective to federal affairs and government relations
3. Be committed to, interested in and passionate about federal affairs and government relations as demonstrated through prior experience, including, but not limited to, board or association government relations committees, or participation in CREA PAC Days.
4. Have availability for expected time commitment

**Voting:**

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a vote except in the case of a tie. No Committee member shall be entitled to vote by proxy.

**Quorum:**

A quorum shall consist of more than 50% of the voting membership of the committee.

**Resources:**

Resources and support services will be provided through the office of the CEO, as approved by the Board of Directors.

**Confidentiality**

All committee members must adhere to CREA's confidentiality practices.

**Conflict of Interest:**

Committee members must comply with CREA's conflict of interest practices including but not limited to with respect to disclosure of any real or perceived conflicts of interest and recusal from meetings and/or meeting decisions where required by the practice.

**Committee Assessment:**

The committee will conduct an annual self-assessment to evaluate its performance and identify areas for improvement.

**Annual Review:**

These terms of reference shall be reviewed annually by the committee and amended as necessary with the approval of the Board of Directors (in the case of Board committees) or CEO (in the case of operational committees).