

EDCO Committees Terms of Reference

Last Revised: April 2025

First Adopted: April 2025

Introduction

The EDCO Board of Directors may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

EDCO Committees align with executing goals of the organization's strategic plan. EDCO Committees are established to oversee a variety of aspects of the organization including professional development, conference coordination, bright ideas competition, and diversity, equity and inclusion to enhance engagement of members, ensuring alignment with the organization's mission, values, and strategic goals. EDCO Committees are responsible for ensuring that members have access to meaningful benefits, a strong sense of community, and opportunities for participation in the organization's activities.

Summary

EDCO Committees are created to enhance member engagement and align with the organization's mission and strategic goals. These committees manage areas such as professional development, conference coordination, the Bright Ideas competition, and diversity, equity, and inclusion (DEI), ensuring that members receive valuable benefits and opportunities for involvement.

Procedure

EDCO Committee Structure

Composition: EDCO Committees will consist of a minimum of six (6) members to a maximum of thirteen (13) members, including up to two (2) Co-Chairpersons and members of the organization. In addition, EDCO Executive Director and EDCO Marketing & Project Coordinator will sit on each committee as ex-officio members without voting privileges.

Committee members ideally represent diverse backgrounds and areas of interest within the membership. Each EDCO Committee will strive to have a minimum of one representative from each geographic region of Ontario: Northern, Eastern, Central, Western, as well as representation from a rural community (under 25,000 population), medium population size community (25,000-100,000 population), and big city mayors of Ontario community (over 100,000 population).

Appointment: Members of EDCO Committees are volunteer based on an annual basis.

EDCO relies heavily on volunteer participation for committee members. Recruitment will open on January 15 annually; EDCO general membership will receive notification through the weekly eBulletin to apply to join a committee. The application will be open for a minimum of two weeks to obtain interest. Committee members must be EDCO members in good standing to participate. Committee openings will be filled first on a geographic region and population size basis to ensure representation across the

membership. Once those positions are filled, remaining vacancies will be filled on a first applied/first appointed basis. Previous Committee experience will be considered an asset.

Each EDCO Committee will require a minimum monthly time commitment estimated to be one (1) hour. Time commitment may vary based on the number of activities volunteers participate in.

EDCO is not able to provide any remuneration to volunteers due to limited resources in the form of reduced conference registrations, travel & hotel costs. It is anticipated that participation on committees will result in skills building, increased knowledge and expanded network.

EDCO will recognize members by identifying them at the annual conference. EDCO will also, upon request, send a letter of appreciation to the committee member or head of council for their contribution.

Committee Roles and Responsibilities:

Committee member absenteeism should be communicated to the Committee Chairperson(s) at minimum one day before scheduled meeting. Should a Committee Member be absent without reasonable cause from three (3) consecutive committee meetings they will be removed from the committee.

Chairperson/Co-Chairperson: Chairperson(s) will be appointed by the EDCO Board of Directors and will include at minimum one (1) board member. Chairperson(s) responsibilities include but are not limited to:

- Calling meetings
- Approve draft agenda
- Ensure meeting materials are distributed to the committee a minimum of five (5) days before the meeting
- Chair committee meetings
- Ensure the committee's work aligns with EDCO's strategic goals and mission

Committee Member responsibilities include but are not limited to:

- Contribute to the committee with ideas, suggestions, and decisions
- Join sub-committees to provide strategic direction and planning support
- Review documents relating to the committee

Ex-officio Member responsibilities include but are not limited to:

- Administrative support and minute taking
- Provide historical information and guidance to availability of staff resources
- Execute programs and events

Meetings: EDCO Committees will meet at a minimum once quarterly to a maximum of one monthly meeting. Meetings will primarily be conducted virtually with the possibility of one (1) annual in-person meeting. Each Committee will create their own meeting schedule with a minimum of four quarterly meetings held annually. Each committee meeting must have a minimum quorum of five (5) committee members, including the chairperson, EDCO staff do not contribute to quorum of committee meetings.

Minutes: Meeting minutes will be taken by EDCO staff members and will be distributed within five (5) business days following the meeting.

Decision Making: All decisions made by the committee will be conducted by motion and vote with the majority being successful.

New Committee Projects will be decided upon by the EDCO Board of Directors and will be received by committee recommendation for consideration.

All EDCO Committee members must adhere to the EDCO Member Code of Conduct.

Conflict of Interest: Members of EDCO Committees are committed to acting in the best interest of the organization and its mission. A conflict of interest arises when a member's personal, professional, or financial interests interfere, or appear to interfere, with their ability to act in the best interests of EDCO.

EDCO Committee members must disclose any potential or actual conflicts of interest to the committee Chairperson as soon as they arise. This includes, but is not limited to, any financial interests, relationships, or affiliations that may create a perception of bias or self-dealing. Members should refrain from participating in discussions or decisions where they have a conflict of interest, and where necessary, may be asked to recuse themselves from the meeting or voting process.

EDCO is committed to maintaining transparency, integrity, and fairness in all its activities, and expects all EDCO Committee members to uphold these standards by acting with honesty and avoiding situations that could compromise their impartiality or the reputation of the organization.

Bright Ideas Competition Committee

The Objective of the Bright Ideas Competition Committee is to execute the annual Bright Ideas Competition. The Bright Ideas Competition Committee is responsible for the following key tasks:

- Develop the annual competition guidelines to be completed by January 15 annually
- Assist in promoting the competition and recruiting participants
- Configure team composition
- Mentor teams throughout the competition
- Provide final reports and videos from each team to EDCO staff for adjudication
- Coordinate the competition presentations at the Annual EDCO Conference & Showcase
- Assist in promoting the competition and recruiting participants

Conference Committee

The objective of the conference committee is to assist in the development of the EDCO Annual Conference program. The Conference Committee is responsible for the following key tasks:

- Develop the annual conference program to be completed by September annually
- Provide recommendations for keynote speakers to be booked by July annually

- Develop conference breakout sessions including soliciting speakers, creating an overview of the session, and moderating the session. Planning to be completed by November 15 annually with agenda overview and speaker biographies to be submitted no later than December 1 annually.
- Provide recommendations for sponsor and exhibitor spaces
- Provide recommendations and feedback for new elements to be added to the conference
- Assist in promoting the annual conference & showcase

Diversity, Equity & Inclusion Committee

The objective of the Diversity, Equity & Inclusion Committee is to support EDCO's vision, priorities and objectives by providing a diversity, equity and inclusion lens to all actions, strategies, and efforts. The committee supports EDCO by identifying and maintaining effective communication and working relationships for the purpose of promoting DEI. The Diversity, Equity & Inclusion Committee is responsible for the following key tasks:

- Foster greater inclusion of under-represented groups within EDCO
- Support EDCO members with their DEI Initiatives both in the community and at the organizational level
- Oversee strategies to promote and enhance key inclusive cultures and diverse voices that positively influence DEI objectives.
- Act as a resource to fill DEI gaps in economic development in Ontario
- Pursue coordinated, collaborative opportunities for resources and initiatives.

Professional Development Committee

The objective of the Professional Development Committee is to advance professional development opportunities that meet the needs of current and future members. The Professional Development Committee is responsible for the following key tasks:

- Coordination of Regional Economic Development events, four (4) events held annually in May, June, September and October throughout Ontario.
- Review and scoring of Regional Event RFP applications in June and July annually
- Coordination and selection of recipients of the Scholarship Program in May and June annually
- Coordination of the Mentorship Program in November annually
- Professional development education for economic development practitioners
- Assist in promoting events and programs

Each EDCO Committee shall report to the EDCO Board of Directors; this will be achieved through the Chair providing updates on the activities of the Committee to the Secretary when requested.