



Voice of the Natural Products Industry

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La voix de l'industrie des produits naturels

TERMS OF REFERENCE

Name of Committee/Council: *Retail Advisory Council*

Background:

CHFA recognizes the importance of member involvement in its work. Advisory Councils are established on a periodic basis to provide advice and feedback to CHFA. Each Advisory Council has Terms of Reference, which incorporate the Advisory Councils policy of the Board and is reviewed on a periodic basis by the President and/or his/her staff. Members of Advisory Councils shall be listed on the CHFA website.

The Retail Advisory Council is a Council that was established to assist the CHFA in identifying emerging issues of interest or concern to CHFA retail members and to provide feedback on CHFA member programs and retail issues of concern.

Mandate:

The mandate of the Retail Advisory Council is to bring forward and discuss issues of interest or concern to retail members, and to assist and provide advice and feedback to the CHFA President and/or his/her staff on retail issues of concern.

Composition, Term & Time Commitment:

The Retail Advisory Council shall comprise of approximately 5 -12 CHFA members. Membership on the Retail Advisory Council shall attempt to reflect the diverse nature of our membership.

Members shall be appointed by the President or his/her delegate in accordance with CHFA policy on a one year, renewable basis. Members missing 3 or more consecutive meetings may be excused from the Council. The Council should strive to encourage the participation of both new members and those more experienced in order to best serve the interest of CHFA and its entire membership. Member time commitment will vary on a month to month basis and will depend on the current and expected regulatory agenda.

Chair:

A Chair and/or Co-Chairs shall be elected by the members of the Council. While the CHFA staff member will play a key role in guiding and running the Council, and is considered a defacto Co-Chair, the role of the Chair is to assist staff in determining frequency of meetings, agenda items, and keeping the discussions focused on agenda items.

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CHFA Vision

A world where natural and organic products are an integral part of health and well-being.

CHFA Mission

To ensure the growth of the natural and organics industry by empowering and supporting our Members.

Vision de l'ACAS

Un monde où les produits naturels et biologiques font partie intégrante de la santé et du bien-être.

Mission de l'ACAS

Garantir l'essor de l'industrie des produits naturels et biologiques en habitant et en soutenant ses membres.



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Role & Responsibility of Board Members as Council/Committee Members:

A CHFA Board Member shall be invited by CHFA staff or the Council to attend or in some cases appointed by the Board to serve as a member on the Advisory Council as a means to facilitate appropriate strategic input and ultimate decision-making by the Board. Any member of the Board on the Advisory Council shall have no additional powers.

Authority:

CHFA Advisory Councils provide advice, feedback, recommendations and guidance to CHFA, but have no express authority to commit CHFA, or direct CHFA staff to undertake specific actions.

Meetings: The Retail Advisory Council generally meets by teleconference throughout each calendar year, with face to face meetings a possibility for specific strategic reasons determined on a case by case basis. Three to six conference calls per year are suggested as a guideline and will be scheduled by the President or his/her designate in consultation with the Chair or Co-Chairs.

Reporting Lines: The Retail Advisory Council reports to the President or his/her designate through its Chair or Co-Chairs.

Communications:

The Retail Advisory Council generally communicates between teleconferences via e-mail for the purpose of supporting current priorities and identifying future items for discussion. The Council may seek additional input and feedback through other CHFA Councils or Committees and/or through a general call to members, as approved by the President or his/her designate.

Budget: The budget for the operation of the Retail Advisory Council is established within the annual budget of the CHFA and generally covers the cost of conference calls. Any request from the Council for consideration of funding for specific extraordinary projects should be received in time for consideration as part of the annual operating plan that occurs in the 4th quarter.

Status: The Board of Directors may establish such Advisory Councils as they deem appropriate to assist the Association in its purposes. The type, name and existence of all CHFA Councils is subject to change at the discretion of the CHFA Board of Directors as circumstances warrant.

Support to Council: The Retail Advisory Council shall have administrative support as determined by the President and/or his/her designate in consultation with other senior staff, if required.

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