



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: *Trade Show Advisory Council*

Background:

CHFA recognizes the importance of member involvement in its work. Advisory Councils are called upon 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 & CEO and/or his/her staff. Members of Advisory Councils shall be listed on the CHFA Members' site.

Mandate:

The mandate of the Trade Show Advisory Council is to discuss issues of concern regarding trade show policies and practices and to assist and provide feedback to the Director Trade Shows & Conferences.

Composition, Term & Time Commitment:

The Council shall comprise of up to 12 CHFA members from across the country. Membership on the Council shall attempt to reflect the diverse nature of our membership (small, medium & large) and include representation from suppliers, retailers, and associates in that order to the extent possible. Additional individuals may be invited to participate or join the Council, and at the discretion of the CHFA President & CEO and/or his/her staff.

Members shall be appointed by the CHFA President & CEO and/or his/her staff on a one year, renewable basis. Members missing three 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.

Chair:

The Chair of the Council shall be elected by the members of the Council. A Co-Chair may also be elected at the discretion of the committee and agreement of the CHFA President & CEO and/or his/her staff. 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.

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. The CHFA Board of Directors may appoint one Board member to the Council and retains the final authority on matters pertaining to CHFA and its Councils.

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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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Meetings: The Trade Show Advisory Council operates as an ad hoc council that generally meets by teleconference and email. A minimum of two conference calls per year are suggested as a guideline and will be scheduled at the call of the Chair or Co-Chairs.

Reporting Lines: The Director Trade Shows & Conferences reports to the President & CEO or his/her designate.

Communications:

The Trade Show Advisory Council generally communicates by teleconferences and 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 & CEO or his/her designate.

Budget: The budget for the operation of the 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 Trade Show Advisory Council is currently a permanent Advisory Council, however, 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 Trade Show Advisory Council shall have administrative support as determined by the Director Trade Shows & Conferences in consultation with other senior staff, if required.

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