

TERMS OF REFERENCE

COMMITTEE: **POLITICAL ACTION COMMITTEE**

APPROVED: **April 24, 1998**

REVISED: **October 5, 2000**

COMMITTEE MEMBER QUALIFICATIONS: Must be a member of NBAREA in good standing.

TERM OF OFFICE: The members of the Political Action Committee shall hold office for a period of two years. One half of the Committee members will retire each year but any member of the Committee may be eligible for reappointment. A list containing the names of the suggested Committee Members will be submitted to the Board of Directors for approval at its first meeting immediately following the Annual General Meeting.

QUORUM: One half of the Committee Members shall constitute a quorum.

DUTIES PER THE BYLAWS:

- 11. a) The Political Action Committee shall consist of a chairperson and two other members.
- b) The Committee is responsible to glean information on legislation through a subscription to the Royal Gazette and bring specific issues of concern to the Board of Directors.
- c) The Committee will work with the president and meet with the appropriate Minister responsible for specific legislation.

DUTIES PER STRATEGIC PLAN:

Strategic Plan #:

- 15A. The Political Action Committee is to develop and maintain influence with government, industry, media and international affiliations. The Executive Director and the Political Action Committee are to monitor legislation through the Royal Gazette.
- 15C. The Political Action Committee (PAC) will bring specific issues of concern to the Board of Directors. The PAC will issue lobbying directives and appoint members to establish a position paper on issues approved by the Board of Directors. The PAC will

publish/advertise and/or promote the Association's position upon approval of Board of Directors. The PAC will provide the costs to obtain Parliamentary information to the Board of Directors. The PAC Chair and the Provincial President will meet with the appropriate Minister to discuss those issues identified by the Committee and approved by the Board of Directors.

25. The Political Action Committee is to research an amendment to the Expropriation Act that would guarantee the right of a property owner to be compensated for reasonable appraisal and legal fees on the expropriation of their property.

A progress report is to be submitted fifteen (15) days prior to each Board of Directors Meeting with a report prepared for the membership and delivered to the Executive Director no less than fifteen (15) days prior to the Annual General Meeting.

26. The Political Action Committee is to research an amendment on the assessment appeal process. A progress report is to be submitted fifteen (15) days prior to each Board of Directors Meeting with a report prepared for the membership and delivered to the Executive Director no less than fifteen (15) days prior to the Annual General Meeting.

27. The Political Action Committee is to pursue the granting of access to registered members to sale prices of real estate in New Brunswick through the Affidavits of Consideration. The granting of access to Affidavits of Consideration will strengthen the appraisal process through a reliable data base of sales and further enhance the professional quality of appraisals. A progress report is to be submitted fifteen (15) days prior to each Board of Directors Meeting with a report prepared for the membership and delivered to the Executive Director no less than fifteen (15) days prior to the Annual General Meeting.

DUTIES OF THE CHAIR:

1. The Chair is to provide the Executive Director with a detailed list of Committee Members within 14 days following the Annual General Meeting and the list must be available for approval by the Board of Directors at their May meeting.
2. The Chair will call meetings of the Committee as required.
3. The Chair (or appointee) will prepare and submit to the Executive Director an article (a paragraph or two) directed to the membership to be published in the newsletter of the Association. The Executive Director will notify the Chair 14 days in advance of the article being required.
4. The Chair will prepare and submit to the Executive Director no later than 15 days in advance of the Annual General Meeting, a detailed written report outlining the

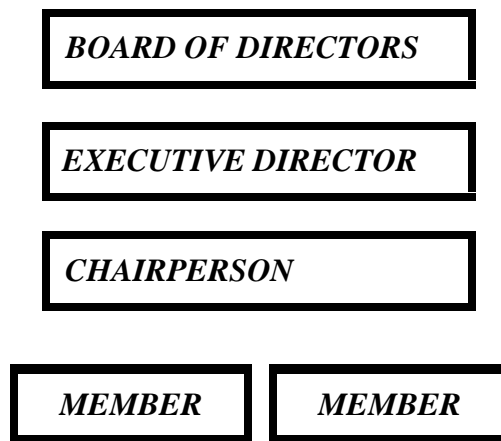
Committee's activity during the past year. The Chair (or appointee) is to be present at the Annual General Meeting to provide the report and the Executive Director shall be advised of the presenter accordingly, 15 days prior to the Annual General Meeting.

5. The Chair will prepare and submit to the Executive Director no later than 15 days in advance of each Board of Directors Meeting, a detailed written report outlining the Committee's recent activity.
6. The Chair will appoint a member of the Committee to record the proceedings of each meeting held by the Committee. The minutes of the meeting shall be forwarded to the Committee Members and the Executive Director no later than 14 days after the date of the meeting.

DUTIES OF THE COMMITTEE:

1. The Committee will review its terms of reference, establish its short and long term action plans and provide suggestions, changes and intentions to the Executive Director no later than June 30th annually. The Executive Director will forward the information to the Board of Directors for approval.
2. The Political Action Committee is to prepare and deliver each year no later than June 30th, a detailed budget for the Committee for the upcoming year.
3. All Committee members must submit to the NBAREA within 30 days of incurrence, any expense claims, complete with receipts, for travel, meals etc., incurred while on Committee business. All expense claims must be submitted to the Association Office prior to the end of the fiscal year, December 31st. Expense claims submitted after the 31st of December will not be reimbursed.
4. The Political Action Committee will accept and proceed with the directions provided by the Board of Directors, Act, Bylaws and Strategic Plan of the Association in a timely manner unless the directions are contrary to the provisions for the Committee as per the *Act to Incorporate the New Brunswick Association of Real Estate Appraisers*.
5. The Committee will become familiar with the Association's flowcharts / time-line calendars attached hereto and will adhere to them accordingly.
6. The files of the Political Action Committee shall be stored at the Association Office and will include all information relevant to its actions.
7. The Political Action Committee will accept and proceed with the directions provided by the Board of Directors, Act, Bylaws and Strategic Plan of the Association in a timely manner.

FLOW CHART - POLITICAL ACTION COMMITTEE



TIME-LINE CALENDER - POLITICAL ACTION COMMITTEE

JANUARY	FEBRUARY	MARCH
		1. Prepare and deliver to the Executive Director a report 15 days prior to the AGM.
APRIL	MAY	JUNE
<ol style="list-style-type: none"> 1. Review Terms of Reference, with short/long term goals for Committee. 2. The Chair is to provide the Executive Director with a detailed list of Committee members 14 days after AGM. 3. Prepare and deliver to the Executive Director, a newsletter article for the Association Newsletter. 4. Deliver annual report to the membership at the AGM. 		<ol style="list-style-type: none"> 1. Deadline for Annual Terms of Reference, with short and long term goals to be delivered to the Board of Directors. 2. Deliver to the Executive Director a detailed budget request for the upcoming fiscal year by June 30th.
JULY	AUGUST	SEPTEMBER
	1. Terms of Reference to be reviewed and approved by the Board of Directors.	
OCTOBER	NOVEMBER	DECEMBER