



The National Registrar of the Wood Energy Technical Training Program

Advocacy Committee

Terms of Reference (6.20.2023)

TYPE: Standing Committee

PURPOSE

Advocacy is essential to advancing the vision and mission of the association. The purpose of the committee is to identify key stakeholders with which to build and foster relationships on behalf of the organization; identify shared missions and values as they relate to matters of policy and education.

DUTIES AND RESPONSIBILITIES

- Identify and make recommendations concerning advocacy strategies, tools and approaches that promote WETT's goals and mission;
- Create and disseminate advocacy messages targeted to various stakeholders, groups, policy makers, and partners;
- Identify resource requirements to advance advocacy plans;
- Identify and seek partnerships with allied stakeholders with interests in advancing the solid fuel burning industry;
- Identify and recruit champions from various stakeholder groups and partners at all levels;

OUTCOMES AND DELIVERABLES

- Create memorandums of understanding (MOU) with various stakeholders to ensure consistent and reliable partnership agreements, reviewing agreements regularly to ensure reciprocal benefits are being delivered.
- Seek approval from the Board of Directors for any proposed partnership agreements;
- Report to the Board of Directors, during regularly scheduled board meetings, on advocacy initiatives;
- Provide the Board and membership a written annual report on committee activities;

COMPOSITION (MINIMUM)

- Two Board members, one or more instructors, one or more members at large (all must be current members in good standing)
- Chair must be a member of the Board;
- Liaison officer(s) may be designated to conduct communications with Communications Committee and/or Education Committee and/or other committees.

TERM

- Ongoing
- Committee members to serve for a minimum of 1 year

REPORTING

- Education Committee for proposed educational material recommendations/dissemination;
- Board for policy changes, position statements and MOU's or partnership agreements;
- Board for final approval on educational offerings and activities requiring financial resources;

SCHEDULE OF MEETINGS

- Monthly meetings

Any committee member who fails to attend two (2) consecutive meetings, without reasons acceptable to the Board, shall be removed from the committee.