

**Call for MNL Committee Members:**

MNL is currently seeking enthusiastic and motivated individuals for our advisory committees. Advisory Committees are volunteer groups that provide advice, guidance, and recommendations to MNL's Board of Directors on matters relating to that particular portfolio. A brief description of each committee can be found on the following pages. Please complete the form at the end of this document, indicating the committee(s) that you would be interested in serving on.

- **Advocacy**
- **Conference**
- **Finance**
- **Membership**
- **Small Towns Advisory**
- **Women's Caucus**
- **Youth Caucus**

**Responsibilities of an MNL Advisory Committee Member:**

1. Committees can include a combination of MNL member and non-members. Candidates that are not MNL members must be reviewed by the Executive Committee who will either approved or overrule the submission.
2. Committees will provide advice, guidance, and recommendations to the Board of Directors on relevant matters related to their particular advisory committee.
3. Meetings will be held frequently enough to accomplish the goals set out in the work-plan. Committee members are expected to make every effort to participate in each meeting by either teleconferencing, video conferencing or in person.
4. Each committee is expected to prepare a written report for inclusion in the board package for each regular board meeting. Any items requiring a decision of the Board should be prepared as a separate briefing note with recommendations. MNL staff will assist committees in the preparation of reports and briefing notes.
5. Members are expected to review and respond to email requests in a timely fashion.

Individuals wishing to serve on an MNL advisory committee must complete the Expressions of Interest form attached to the back of this document and return it to the MNL office at your earliest convenience.

### **Advocacy:**

The Advocacy Committee is an ad-hoc committee with goals of advancing legislation, policy and funding that enhance opportunities for municipal governments. Members of this committee will vet all resolutions brought forward by the membership, organize MNL's annual advocacy work, monitor ongoing legislative changes that may affect municipal governments, ensure members are kept up-to-date on key issues relating to MNL and municipal government, manage the implementation of the MNL Communications Plan.

### **Conference:**

The Conference Committee will advise staff and help create the annual convention and trade show, which brings together members of council, government and stakeholders from all across Newfoundland and Labrador for a weekend of leadership sessions interspersed with networking activities. Advice from the Conference Committee may be specifically sought by the Board of Directors, or the Convention Committee may generate recommendations to the Board of Directors for consideration. Members of this committee will work with MNL staff in planning the annual conference; develop and refine a conference theme, and develop a program which is in line with the theme; develop a conference program, in keeping with the objectives of MNL; work with staff to determine speakers; work within a conference budget.

There is an expectation that a committee comprised of MNL members and sector partners from the region in which the conference is being held will be struck to assist with the development and organization of the conference social and networking events.

### **Finance and Administration:**

The purpose of the Committee is to assist the Board in fulfilling the financial oversight responsibilities of the Board and in overseeing financial statements, engagement of external auditors, and risk management. The Committee also advises the CEO and management team on administrative strategies.

### **Membership:**

Committee members will be responsible for encouraging new member municipalities and retaining current members, monitoring existing member service arrangements and developing new or revised services to be recommended to the Board. The Membership Committee will also develop recommendations on new member categories and assessments for consideration by the Board.

### **Small Towns Advisory:**

The Small Towns Caucus represents those municipalities with a population of less than 3000. This committee will advise the Small Towns Director on issues of common concern to rural communities. This committee will also provide a mechanism for the Small Towns Director to review MNL policy discussions with representatives of the Small Towns Caucus before these policies are adopted.

### **Women’s Caucus:**

The Women’s Caucus provides practical and peer support for women, or those identifying as women, working on council or for a municipal government by assisting in the development of professional training activities, workshops and tools that will address needs identified by the Women’s Caucus and those that are in line with MNL’s strategic plan.

The Caucus encourages, promote and increase the visibility of women on municipal council or in senior municipal roles in Newfoundland and Labrador as well as Canada, and provides a forum where women can discuss, develop and implement activities that promote women’s well-being professionally and personally.

### **Youth Caucus:**

The Youth Caucus Committee will investigate how other provinces and territories are engaging youth at a local level. Members of this committee will work with staff to develop a course of action that will target people less than 35 years to educate and encourage them to become more proactive in municipal government. This committee should consider formal ways to partner with other stakeholders and community groups to educate youth about local government, and set a plan for engagement through workshops and education sessions.

## Expression of Interest Form:

Name: \_\_\_\_\_ Position with Council: \_\_\_\_\_

Municipality: \_\_\_\_\_

*In the event that you would like to serve on more than one committee, please rank order your preference.*

Committee selection #1: \_\_\_\_\_

Relevant Experience: \_\_\_\_\_

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Committee selection #2: \_\_\_\_\_

Relevant Experience: \_\_\_\_\_

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