



## Wood Buffalo Region CEA Liaison Committee General Terms of Reference

**The Wood Buffalo Region CEA Liaison Committee is to have a Chair and Vice-Chair selected by their peers within the committee.**

Position Chair: Duration 2 years

Position Vice Chair: Duration 2 years

Committee General Objective: To achieve a market place where Qualifications Based Selection procedures are the norm and to advance CEA's five Strategic Priorities:

- Speak with One VOICE for Our Industry
- Our ADVICE is Sought and Respected
- Shape Public POLICY
- Deliver Valuable SERVICES
- Attract Exceptional TALENT

Duties of Chair:

- Lead, liaise and advocate with client group (Regional Municipality of Wood Buffalo)
- Convene and lead Committee meetings, prepare meeting packages & agenda for distribution, host Committee events and work with CEA staff to implement events, objectives, etc.
- Report to the Committee and to the CEA Board of Directors on the work of the Committee.

Duties of Vice Chair: Assist the Chair in all Committee activities and initiatives

Sub-Committees: Created at discretion of Chair and Committee

Annual Year Begins July to prepare for upcoming annual year  
Committee meetings/events program begins in September  
Ends following May