

## **CAFII – Policy with respect to EOC membership eligibility**

**Purpose** – As the number of individuals who wish to join CAFII’s EOC or sub-committee grows, there is an emerging need around governance to ensure that member companies are represented by eligible individuals who can adequately represent their member companies views on industry issues CAFII is engaged in.

### **Principle #1 – Any individual actively employed by an Member, may participate as an Executive Operations Committee (EOC) member (or any sub-committee or working group)**

- Actively employed – a full time or contract employment arrangement with the Member’s organization

### **Principle #2 - Approval from the sitting Board Member from the Member company for the participation of the proposed individual in the EOC, sub-committee or working group**

- Approval allows the proposed individual to speak on behalf of the Member in matters of discussion before the EOC, sub-committee or working group and their position will be reflective of the Member’s position in industry matters
- The sitting Board Member from the Member company is responsible for notifying the Executive Director of the individual’s role in terms of participation (example – EOC, sub-committee or working group or combination of any of these)
  - Based on the best interests of CAFII, the Executive Director will have the authority to decline the individual’s participation on discussion with the Board Member.

### **Principle #3 – The individual’s status changes from actively employed either through retirement, voluntary or involuntary job loss.**

- Should the individual’s employment status change from that outlined in Principle #1, the individual is no longer eligible for membership within CAFII’s EOC, sub-committee or working group.
- The sitting Board Member from the Member company is responsible for notifying the Executive Director and/or EOC Chair and identifying a replacement should they wish.
  - Based on the best interests of CAFII, the Executive Director will have the authority to decline the replacement’s participation on discussion with the Board Member
- If the sitting Board Member chooses to keep the individual sitting within EOC, sub-committee or working group, they have the ability to do so by providing to the Executive Director that the individual has in place as a minimum standard a contract employment arrangement with the Member and with the full knowledge Principle #2 applies to that proposed individual. The individual’s participation in the EOC, sub- committee or working group may be ended at any time at the sitting Board Member’s discretion and notification to the Executive Director.