



FINANCE & TAX TEAM

TERMS OF REFERENCE & MEMBER APPLICATION

PURPOSE & WORKPLAN:

The role of the Surrey Board of Trade Finance & Tax Team is to be proactive in order to research and identify issues or policies, which will become of critical concern to Surrey’s business community, our members and our city. The Finance & Tax Team, as do other Surrey Board of Trade Teams, links to the actions identified in the SBOT Adaptive Plan. The Finance & Tax Team will:

Develop a policy position(s) to speak to the appropriate levels of government.

Continuously interact with the City of Surrey and various local jurisdictions, and federal and provincial agencies and regional bodies. Recommend & compose action/policy/feedback to both the BC Chamber of Commerce and the Canadian Chamber of Commerce

The Team Mandate includes:

- Advocacy: Policy reviews, analyses and reports on finance/taxation issues at all government levels
- Events/Projects: Communication of events, activities and appropriate programs for members, associations, and financial institutions to build knowledge and awareness of relevant regulations

REPORTS TO:

The Surrey Board of Trade Chief Executive Officer

TEAM COMPOSITION:

- Composed of Surrey Board of Trade members that can contribute to the Purpose of the Team.
- Surrey Board of Trade members volunteer their time to provide expertise, guidance and feedback to Surrey Board of Trade staff.
- No team member will be financially compensated for his or her time.
- No expenses will be covered, unless approved by the SBOT CEO.

GOVERNMENT POLICY APPROVALS:

- Surrey Board of Trade staff in coordination with team volunteers leads policy ideas and policy support.
- The SBOT CEO must approve policy ideas.

ORGANIZATION:

- A quorum is not required for a meeting to take place.
- Each meeting will have an appointed Chairperson or in the absence of the Chair, the SBOT CEO will Chair the meeting or in the absence of the CEO, a delegated representative will Chair the meeting.
- Surrey Board of Trade staff composes and distributes the meeting agenda and minutes.
- Regular attendance is required to maintain team participation.

PROCEDURES:

- Decisions are by consensus
- Policy Papers to be considered as formal statements of the Surrey Board of Trade are to be presented to the CEO.
- Spokespeople for the Surrey Board of Trade or for this team is the CEO, unless delegated by the CEO.
- Generally parliamentary procedures shall govern this meeting using Roberts Rules of Order
- The maximum time allotted to any team member to speak to any idea, motion or amendment will be two minutes.

MEETING DECORUM:

- Only one person speaks at a time – with a signal from the Chair that you can speak
- All comments are made through the Chair – raise your hand to speak
- Comments are confined to the current issue
- Discussion and tone of voice should be constructive to reach an action
- No cross conversations - Be respectful of others who are speaking and avoid interrupting
- No verbal attacks of other members

The Surrey Board of Trade represents over 6,000 business contacts. It is a credible, professional organization in Surrey and as seen by the rest of the province of British Columbia. For any volunteer that serves on a Surrey Board of Trade Team, we ask the following to be adhered to:

Volunteers are expected to conduct themselves in a professional manner while performing assigned duties and follow the Volunteer Code of Conduct:

1. Volunteers for the following Surrey Board of Trade Development & Land Use Policy Team are required to attend the majority of team meetings. If an absence of 2 meetings occurs, you will be automatically removed from the team, unless communication occurs to the SBOT staff on the reason for the absence.
2. Volunteers are required to wear their credentials (name badges) given to them by the Surrey Board of Trade to meetings and events.
3. The Surrey Board of Trade strives to provide an environment free of discrimination and harassment. Discriminatory practices based on race, sex, color, national or ethnic origin, religion, marital status, family status, age or disability will not be tolerated.
4. Volunteers are required to arrive on time for meetings and maintain confidentiality of items discussed within these meetings.
5. Volunteers are required to meet the goals/and work to achieve to the goals of the team. Any phoning, or research or other work involved must be dealt with in a professional manner.

This application is subject to the approval of the Team Chair and the CEO of the Surrey Board of Trade.

Name

Signature

Business