



202309 FIPA Advisor Terms of Reference

Administration

Drafted By

Executive Director and President in consultation with advisors and the FIPA Board of Directors.

Purpose

These terms of reference guide the relationship between FIPA and its advisors.

Revision Schedule

The terms of reference will be reviewed as part of the onboarding and off boarding process for Advisors.

Routine and minor amendments to the terms of reference may be made by the President and Executive Director and reported to the Board.

Substantive changes or reviews of the terms of reference will be reviewed by the Board.

Revision Summary

Date	Summary of Changes / Amendment
2022.07	Initial version approved.
2023.09	Updated
2024.09	Next scheduled review.

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Scope

FIPA is committed to setting up and maintaining a positive Advisor and Advisory Group experience.

Advisors may take an active role in helping FIPA implement activities that meet goals and objectives in its [Strategic Management Plan](#).

Advisors may, from time to time, become part of Advisory Groups. These nonpolitical advisory group function within a mandate area providing a forum for feedback, guidance, and advice in mandate areas. Advisory Groups are aligned with FIPAs Board of Director Committees.

Advisors and Advisory Groups do not have fiscal oversight and are not responsible for the health and well-being of FIPA. The activities of advisors and advisory groups are not covered by FIPA's liability insurance.

Advisor Selection

Candidates may come forward from any means including but not limited to direct outreach from the President or Executive Director, recommendations from the Board of Directors or responses to solicitation or posting.

Advisors are selected based on subject matter expertise from sectors and organizations that intersect FIPAs mandate, program areas and activities based on the strategic needs of the organization.

The composition of FIPAs advisors will reflect and put into practice FIPAs [Diversity, Equity, and Inclusion Policy](#).

Selection, recruitment and retention is the responsibility of the President and Executive Director.

Appointments and Terms

FIPA will review its appointments to the list of advisors annually and ensure it current.

FIPA may in its sole discretion terminate advisor relationships and will communicate that decision to the Advisor. Should an Advisor resign, they will advise the Executive Director and President.

Remuneration

The advisor role is voluntary. Advisors will serve without compensation.

Meetings

- A meeting of all Advisors with the President and Executive Director will be held once a year and will be open to all members of the FIPA Board of Directors.
- Meetings with individual advisors may be held by the President or Executive Director at any time and may be open to members of the FIPA Board of Directors.
- When an Advisory Group is formed, FIPA will strive to coordinate quarterly Group meetings. Group meetings will be scheduled to accommodate prospective participants and will be open to all members of the FIPA Board of Directors.

Decision Making

Advisors and Advisory Groups will strive to achieve consensus in their work. In a consensus-based approach, participants openly discuss ideas, perspectives, and viewpoints; seek to develop common ground; and narrow areas of disagreement to the best of their ability.

Conflict of Interest

Every Advisor has a duty to promptly report any conflict of interest that may pertain to their role. FIPA may act to avoid, neutralize, or mitigate an actual, perceived, or potential conflict of interest.

Confidentiality

All information provided through the Advisor process will form part of FIPAs records including the names and personal contact information of Advisors.

All information will be collected, used and retained in accordance with FIPAs Records Classification and Retention Schedule, Privacy Management Program and Privacy Policy.

Reporting Relationships

Advisors can report their advice and recommendations to the Board of Directors through the President and Executive Director.

Advisory groups can report their advice and recommendations to the Board of Directors through the President, Executive Director or Corresponding Committee.

Roles and Responsibilities

The Advisors will:

- Review these terms of reference and accompanying reference materials.
- Provide relevant and up to date contact information for communication between FIPA and the Advisor
- Provide information (at minimum name, brief description of role and title) to be included on the FIPA website
- Provide perspectives from sectors and organizations that intersect FIPAs mandate, program areas and activities;
- Help FIPA operate effectively by offering suggestions and alternatives to issues, concerns, and relevant materials;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate FIPA discussions back to their organizations and constituencies;
- Attend Advisor meetings whenever possible.

Some advisors may:

- Participate in a supporting supervisory role for law and other co-op students, professional experience or post-secondary work placements.

FIPA will:

- Grant Honourary Membership to FIPA to the advisor that remains in effect during their term of service as Advisor;
- Provide facilitation services for Advisors and Advisory Group meetings, including organizing and documenting meetings;
- Facilitate Advisor meetings;
- Strive to provide accurate, understandable information to Advisors such that they can contribute informed advice and recommendations;
- Help the Advisors and Advisory Groups function effectively by providing information, suggestions, and alternatives to issues, concerns, and problems being discussed;
- Ensure that appropriate FIPA contributors (or other resource people) are present at discussions on specific issues or components of the process;
- Listen carefully to the advice and perspectives of Advisors and, where feasible, incorporate advice into activities.

Reference Materials

- 20161201 Certified BC_FIPA Societies Constitution
 - https://fipa.bc.ca/wp-content/uploads/2022/06/20161201-Certified-BC_FIPA-Societies-Constitution.pdf
- 20210901 Certified BC_FIPA Societies Bylaws
 - https://fipa.bc.ca/wp-content/uploads/2022/06/20210901-Certified-BC_FIPA-Societies-Bylaws-.pdf
- Strategic Management Plan
 - <https://fipa.bc.ca/wp-content/uploads/2022/02/20200609-FIPA-Strategic-Management-Plan.pdf>
- Diversity Equity and Inclusion Policy
 - <https://fipa.bc.ca/wp-content/uploads/2021/09/P20210528-FIPA-Diversity-Equity-and-Inclusion-Policy.pdf>
- FIPAs Records Classification and Retention Schedule
 - <https://fipa.bc.ca/wp-content/uploads/2021/09/202101-FIPA-Records-Classification-and-Retention-Schedule.pdf>
- Privacy Policy
 - <https://fipa.bc.ca/privacy-policy/>
- FIPA Governance:
 - <https://fipa.bc.ca/about-us/governance/>
- FIPA Policy: Board Roles and Responsibilities
 - <https://fipa.bc.ca/wp-content/uploads/2022/05/P202205-FIPA-Board-Roles-and-Responsibilities.pdf>

To be added

- FIPAs Privacy Management Program
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- FIPA Terms of Reference: Advisors & Advisory Groups
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