



## **TERMS OF REFERENCE SMALL BUSINESS ADVISORY COMMITTEE**

### **1. Role**

The role of the Small Business Advisory Committee (SBAC) is to provide advice to Council to support the retention and growth of existing businesses in the region, and encouraging new investment.

The Committee may provide advice on matters relevant to small businesses across the region, such as:

- Infrastructure planning and development.
- Skills shortages and workforce development.
- Investment attraction.
- The vibrancy and effectiveness of our commercial districts.
- Council's processes and policies that impact small business.
- The impacts of external factors (e.g. economic conditions, natural disasters).
- Other related matters upon request from Council officers.

### **2. Membership**

The SBAC will consist of:

- Two representatives of the region's business chambers, comprised of:
  - one representative appointed by the Bungendore Chamber of Commerce and Industry, to represent the views of its membership,
  - one representative appointed by Braidwood and Villages Business Chamber, to represent the views of its membership,
- Five members of the community, selected through an Expression of Interest process, with experience owning or managing small businesses, or providing support services to small businesses. The EOI process should have regard to ensuring:
  - geographic representation from across the LGA, and
  - representation from a diversity of business sectors.
- One Councillor, with one alternate Councillor.
- The Manager Economy, Events and Arts, or an appointed delegate, will attend meetings without voting rights.
- Other Council staff may be invited for informational purposes.

Members are expected to have consulted with the small businesses that they represent, providing informed contributions to Committee meetings.

### **3. Term of Membership**

Members will be appointed for the term of the elected Council.

### **4. Meetings and Minutes**

Meetings will held at least twice per year, with meeting times and locations determined by majority agreement of the Committee once established

Additional meetings may be scheduled as needed at the discretion of the Chair, in consultation with the Manager Economy, Events and Arts, to comment on time-sensitive issues relevant to the Committee's Terms of Reference.

The Committee will elect a Chair and Secretary from the membership. Committee minutes will be provided as an information report to Council following each meeting.

### **5. Quorum**

The quorum for a meeting will be 50% of committee membership +1.

### **6. Delegations**

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council. The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution. The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.