



## SALESPERSON ADVISORY COMMITTEE TERMS OF REFERENCE

### A. NAME OF ADVISORY COMMITTEE

The committee shall be known as the Salesperson Advisory Committee of the Motor Vehicle Sales Authority of BC.

### B. RATIONALE

The Motor Vehicle Sales Authority of British Columbia (VSA) is a relatively new organization created to exercise the authorities delegated to it by the provincial government for the administration and enforcement of the *Motor Dealer Act*, the *Business Practices and Consumer Protection Act* and related regulations.

In order to effectively carry out its mandate, the VSA has determined the need to establish Advisory Committees to represent unique industry constituencies.

### C. PURPOSE OF THE COMMITTEE

The purpose of the Salesperson Advisory Committee is to provide the VSA Board and management with ongoing advice and comments on the authority's activities from the viewpoint of an experienced licensed Salesperson.

### D. MEMBERSHIP

The Committee will have seven members:

- (i) Three from the Lower Mainland (Regions 1 through 6)
- (ii) One from Vancouver Island (Regions 12 and 13)
- (iii) One from the interior part of the province (Regions 9 and 10)
- (iv) One from the North (Regions 11 and 12), and
- (v) One from the Kootenays (Regions 7 and 8)

Committee members will be selected through a public process conducted by the VSA management. Applicants must be active as a licensed Salesperson and have a minimum of three sponsors, who are also active as licensed Salespeople and have provided written support for the applicant. Two sponsors must work for dealerships other than the one worked at by the applicant.

In addition to geographical distribution, committee members will be selected to represent a cross section of the industry with consideration given, but not limited to, their industry background, skills and experience, gender and type of dealership.

In addition to the industry representatives, the Committee shall have one Board member liaison, one Board member alternate and the President of VSA, or his designee, serving as ex officio members.

## **E. DUTIES AND FUNCTIONS OF THE COMMITTEE**

The Committee shall:

- (a) Review proposed policies and activities of the VSA for their impact on the industry constituency that they represent.
- (b) Bring forward concerns and issues unique to the industry constituency that they represent
- (c) Make recommendations to the management and Board of the VSA
- (d) Carry out any other duties and functions as requested by the Board

## **F. MEETINGS AND MEETING PROCEDURES**

- (a) The Committee will meet no fewer than two times per year
- (b) Management will provide administrative support for the Committee
- (c) Additional meetings, if required, will be held at the request of the Board
- (d) A quorum for meetings shall be a majority of appointed members, present either in person or by telephone or other telecommunications device that permits all members participating in the meeting to speak to and hear one another
- (e) Reasonable notice (a minimum of 30 days) of the time and place of every meeting shall be given in writing, by facsimile or email communication to each member of the Committee prior to the time fixed for such meeting.
- (f) The time and place of the meetings shall be determined from time to time by the members of the Committee
- (g) Any voting member presiding at a meeting of the Committee shall have a vote in all matters considered at the meeting

## **G. RECORDS**

The Committee will keep accurate records of all matters that come before it and will maintain copies of its minutes. Management will see that committee minutes are preserved.

An outline of material issues to be addressed by the Committee, and all recommendations, decisions and directives of the committee shall be recorded in the minutes of each meeting. Following approval of the minutes by the Committee, the minutes shall be circulated to the Board.

The Board liaison, the President of the VSA, or his designee, shall make a verbal report to the next Board meeting that follows a committee meeting.

## **H. CHAIR AND VICE-CHAIR**

The Board member or Board member alternate will Chair the meetings

The Chair will, with management support:

- (i) Prepare meeting agendas
- (ii) Review previous meeting reports and material
- (iii) Arrange for the meeting place
- (iv) Notify members of meetings
- (v) Conduct the meetings
- (vi) Prepare meeting reports

**I. TERMS OF OFFICE**

Each committee member will serve a three year term to a maximum of two successive terms.

To establish the rotation, two members of the initial committee will be asked to serve for only two years and two others members will be asked to serve for a one year term.

**J. REIMBURSEMENT FOR COSTS**

Committee members will be reimbursed their travel costs at the standard VSA rates for attending advisory committee meetings. No honorarium or per diems will be paid to committee members.

**K. AMENDMENTS**

These terms of reference may be amended by the Board.