



Canadian Institute for Procurement and Materiel Management  
Institut canadien d'approvisionnement et de gestion du materiel

## **Terms of Reference Regional Chapters Committee**

### **1. INTRODUCTION**

The mandate of this committee is to maintain CIPMM regional presence and also act as a liaison between the CIPMM head office and regions. The purpose of the RCC is also to support CIPMM priorities through regional membership and activities.

### **2. ROLE AND RESPONSIBILITIES**

The committee will act as an advisory council and will propose strategies and approaches for regional CIPMM activities.

The purpose is to:

- Set regional objectives,
- Inform the strategic direction and influence future planning in order to ensure that regional objectives are met.
- Maintain a regional presence and look for opportunities to expand CIPMM presence in the regions.
- Seek opportunities to incorporate other levels of the public sector procurement and materiel management members to join CIPMM.

### **Guiding Principles**

This ToR establishes lines of accountability and allow for agility in decision making and guidance.

- The committee is led by the Committee Chair who is appointed by the CIPMM Board of Directors.
- There is at minimum one regional lead for each region who is identified and maintained by the Committee.
- Committee Chair represents the Regional Chapter Leads at the CIPMM HQ meetings and also Board of Directors.
- A budget for the regional activities is proposed by the Committee and managed by the Committee Chair.

- The Committee Chair is responsible to seek financial and event approvals from the Board of Directors.

### 3. MEETING FREQUENCY

1. The Committee members meet minimum twice annually.
2. The meetings will be organized by the Committee Chair.
3. The Regional Leads will hold minimum one regional event annually.
4. Members will look for opportunities to promote and expand CIPMM membership in the regions and other levels of public procurement and materiel management.

### 4. MEMBERSHIP

The committee will be led by the Committee Chair who will be appointed by the CIPMM Board of Directors.

Membership includes:

1. Committee Chair; and
2. Regional Leads; currently five regions are identified and included in the Committee. They are Ontario Region, Quebec Region, Atlantic Region, Western Region and Pacific Region.