CIFFA Committee Members
Terms of Reference (ToR)

1. Purpose

The purpose of CIFFA Committee Members is to support CIFFA Corp (CIFFA) in advancing its strategic goals, promoting industry best practices, and representing the interests of its members. Committees act as advisory and working groups that contribute expertise, insight, and leadership within their respective areas.

2. Objectives

- Provide subject matter expertise and guidance on industry related issues.
- Identify emerging trends and challenges affecting the logistics and supply chain sector.
- Contribute to CIFFA initiatives, advocacy, and educational activities.
- Enhance member engagement and professional development.

3. Membership

- Members are appointed by Committee Chairs based on expertise, experience, and interest.
- Members are drawn from CIFFA member companies in good standing.
- CIFFA staff may participate in an advisory and administrative capacity.

4. Roles and Responsibilities

4.1 General Responsibilities of Committee Members

- Act in the best interest of CIFFA and its membership.
- Attend and actively participate in scheduled meetings.
- Prepare for meetings by reviewing agendas and supporting materials in advance.
- Contribute knowledge, expertise, and constructive input to discussions.
- Support the execution of committee initiatives and deliverables.
- Maintain professionalism, integrity, and respect in all interactions.
- Adhere to CIFFA policies, including confidentiality and conflict of interest requirements.

4.2 Chair Responsibilities

- Providing leadership and direction to the committee.
- Setting meeting agendas in collaboration with CIFFA staff.
- Facilitating meetings and ensuring productive discussions.
- Ensuring meetings and activities are conducted in compliance with the Competition Act and Competition Bureau guidelines.
- Approve minutes prior to distribution.
- Ensuring alignment of committee activities with CIFFA's strategic priorities.
- Update the committee mandate as required.

4.3 CIFFA Staff Responsibilities

- Provide administrative and logistical support (e.g., scheduling meetings, prepare minutes, distributing materials).
- Offer subject matter guidance and organizational alignment.
- Maintain meeting records and track action items.
- Support implementation of approved initiatives.

5. Meetings

- Committees will meet on a regular basis as determined by the Chair and CIFFA.
- Meetings will be held virtually.
- Minutes and action items will be recorded and shared with members.

6. Confidentiality and Conflict of Interest

- Members must maintain confidentiality of all sensitive information discussed within the committee.
- Any real or perceived conflicts of interest must be disclosed to the Chair and CIFFA staff.
- Members should recuse themselves from discussions where a conflict exists.

7. Code of Conduct

- Uphold CIFFA's values and reputation.
- Engage respectfully and professionally.
- Foster collaboration and inclusivity.
- Avoid conduct that could harm CIFFA or its stakeholders.

8. Performance and Participation

- Member participation will be reviewed periodically.
- Members who fail to meet participation expectations may be replaced at CIFFA's discretion.

9. Amendments

CIFFA reserves the right to amend these Terms of Reference as necessary to reflect evolving priorities and governance requirements.

10. Approval

These Terms of Reference are approved by CIFFA and are effective as of July 15, 2026.