



COUNCIL ADVISORY COMMITTEE POSITION DESCRIPTION

AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE (AAEEC)

General Function of Position:

The person holding the position of “volunteer member” on the AAEEC will work with other members of the Committee in considering matters within the mandate of the Committee (See AAEEC Terms of Reference) and in providing input and advice to Township Council and staff regarding plans, policies, programs and strategies that come before the Committee, which matters will be generally focused on maintaining and enhancing the Township’s overall economy including, but not limited to, its agricultural sector.

Necessary Qualifications:

- Resident of, or an owner of a business within the Township of Langley (preferably for a number of years).
- Ability to work cooperatively with others (i.e., teamwork skill) in discussing issues and opportunities within the mandate of the Committee and in analyzing optional courses of action to address issues and opportunities.
- Intention to constructively support Township Council and staff in providing input and advice on matters that are discussed by, or come before the Committee, and in discussing Township matters in the community and Region generally.
- Demonstrated ability to see the “big picture” in relation to the Township’s economy and to actively look for opportunities that may be available to the Township to further enhance its local economy and business assessment base, including but not limited to the agricultural business sector.

Desirable Attributes (education, skills and abilities):

- Education/training in an area(s) related to economic development, marketing, agriculture and/or business retention/expansion.
- Direct work or volunteer experience in areas related to economic development, marketing, agriculture and/or business retention/expansion.
- Prior experience on a Board, Commission, Committee, etc.
- A broad network of contacts within the Township’s business community and/or agricultural sector.
- Effective communicator and listener.

Responsibilities of Volunteer Members:

- Attend monthly Committee meetings on a consistent basis through the 2-year term of the appointment. Meetings of the AAEEC are generally held in the evening on the fourth Wednesday of each month.
- Be properly prepared for Committee meetings by having fully reviewed in advance the agenda and related materials for each meeting.

- Confirm attendance prior to meetings to ensure a quorum is present for the meeting.
- Cooperate with and support Township Council, other Committee members, and Township staff in undertaking the work associated with the Committee.
- Participate as a business community representative in meetings with prospective investors in the Township with a view to promoting the advantages of the Township of Langley as a good place to invest.
- Act as an advocate in the community, the Region, and beyond in relation to matters under the mandate of the Committee and for the Township generally.
- Share expertise and opinions in a professional manner and listen respectfully when others are sharing their expertise and opinions consistent with orderly meeting conduct
- Promote community awareness of economic development, business issues, and opportunities including, but not limited to, those related to the agricultural sector.
- Where appropriate, actively seek input from others in the community in relation to matters under the mandate of the Committee in order to add to informed discussions in relation to matters that come before the Committee for consideration.
- Be prepared to volunteer on work groups, sub-committees and/or Task Forces when such actions are taken by the Committee.
- Declare a conflict of interest, if applicable, in any business being conducted.