

ClimateWest Advisory Committee

Questions and Answers

- 1. What kind of approval do applicants need from their organisation, if any, to represent it on the committee? Do applicants need a letter of support from their supervisors?**

Advisory Committee members do not have to officially represent any one sector or organization. If applicants intend on participating in advisory committee meetings during work hours, it would be prudent to seek internal approval. No letter of support is required, but references should be included along with your resume and cover letter.

- 2. Should applicants expect an interview as part of the selection process, or will cover letters and resumes be the only thing required?**

Interviews may be requested for applicants that are of interest to the ClimateWest Board.

- 3. How long will advisory committee meetings take?**

The Committee will have the opportunity to review their terms of reference and discuss meeting logistics. ClimateWest is flexible in terms of meeting duration; it is estimated that most meetings will be virtual and approximately 1.5 to 3 hours long.

- 4. Given that this is the inaugural committee, are there any special tasks or initiatives expected of the initial members beyond the outlined responsibilities?**

There are no additional initiatives expected at this time.

- 5. How was the decision reached regarding the specific number of members (7-11) for the committee?**

7 to 11 members was considered to be an efficient committee size, considering the scale and scope of the organization.

- 6. Are there plans for mentorship or guidance from members of the Board or any external climate experts to help the committee find its footing during its early stages?**

Depending on the level of experience of committee members, support can be provided by experts and other resources. The Board will provide guidance to the Committee.

- 7. How will the committee's performance and contributions be evaluated or measured?**

The Committee will present to the board at least once annually and receive feedback verbally. The Committee can also recommend milestones or other performance indicators to the Board as appropriate.

8. Are there any foundational documents or resources that would be beneficial for potential members to review in preparation for the role?

Applicants are encouraged to visit climatewest.ca for information on the mandate, recently released publications, event recordings and training materials. Once established, more information will be available such as ClimateWest's strategic goals. ClimateWest is in the process of creating its first annual report.

9. What kind of orientation or training will be provided to new committee members to ensure they are best equipped to serve?

There is no budget allocated for professional development for advisory committee members at this time. However, many resources are available on climatewest.ca. In addition, the Committee will receive an information package prior to the first meeting. The Board Chair and other board members will be present at the first meeting of the Committee. The Secretariat will provide ongoing support to the Committee, including answering any questions that may arise. A presentation on ClimateWest will be provided at the September 21, 2023 information session and that recording will be available online.

10. Is there any conflict resolution mechanism in place or being considered for the committee?

Written or verbal concerns can be submitted to the Executive Director for resolution. If this is not successful, concerns will be presented in writing to the ClimateWest Board of Directors for a decision.

11. Could committee members be eligible in the long run to be part of the Board (if they wish to take on such a commitment)?

ClimateWest expects to expand its board membership in the future and welcomes recommendations from the Advisory Committee on board membership.