

**WINE GROWERS BRITISH COLUMBIA
EXPORT TASK GROUP TERMS OF REFERENCE
NOVEMBER 2024**



TYPE

The Export Task Group is an ad hoc operational task group composed primarily of Members at Large.

PURPOSE

The purpose of the Export Task Group is to work in conjunction with WGBC to update the WGBC export strategy and provide recommendations on export-based programs accordingly.

ROLES & RESPONSIBILITIES

- Work with WGBC to update the export strategy based on industry input to determine priority markets, strategic priorities and route to market initiatives.
- Ensure the strategy is in line with WGBC priorities, budgets and available resources.

CHAIR

- The Chair is the WGBC Communications Director.

ROLE & RESPONSIBILITIES OF THE CHAIR

- The Chair ensures that work is undertaken in a manner consistent with the organizational direction approved by the Board of Directors.
 - i. Focus meeting to legitimate business.
 - ii. Ensure deliberation is fair, open and thorough, but also efficient, timely, and orderly.
 - iii. Empowered to Chair meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).
- The Chair reports to the President & CEO who will update the Board of Directors on committee proceedings.

COMPOSITION AND CONDUCT

- The Chair appoints members from the membership annually according to experience and interest in the roles and responsibilities of the Committee.
- There shall be a minimum of six committee members, which can include Board of Directors and Members at Large.
- The Board of Directors and Chair shall make best efforts to ensure diverse regional and size category representation.

- Membership is voluntary.
- Members are to act in the best interest of WGBC members and are required to sign (annually) and comply with the Board of Directors approved Code of Conduct.
- Any member missing two meetings without advising WGBC will be asked to step down.

MEMBERSHIP

On hold. As Export initiatives are currently on hold, the task group will convene once there is a desire from the Board to prioritize this objective.

MEETINGS

- Meetings will be held (in person or virtually) when called by the Chair.
- Meeting quorum: Majority.
- The meeting agenda will be set by the Chair, with input from President/CEO, and provided to members in advance of the meeting. Agenda topics will relate only to business of the Committee and its specified goals and deliverables.
- Meeting minutes are to be circulated to task group members and posted in the virtual WGBC Board Binder following each meeting.

DECISION MAKING & REPORTING

- The standing operational committee only has the authority to make recommendations to WGBC management.
- Any member with a potential conflict of interest shall declare such conflict when they are appointed or at the start of any meeting at which they may be conflicted for a topic for discussion. An individual will recuse themselves from any discussion when in conflict.
- Decisions are to be made by majority vote.
- Recommendations to Board of Directors through Chair.
- Reports to Board of Directors through Chair following each meeting.

RESOURCES

- Staff resources will be provided through the President and CEO.
- Members are responsible for their own expenses in relation to participating.

Terms of Reference Monitoring: Annually in September