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CADSI's Operating Committees Backgrounder – 2018

Overview

CADSI's Operating Committees enable a cross-section of members to provide advice and perspectives on a range of important issues to the association's President and CEO. They are an important way for CADSI to establish the views and concerns of its members, seek information and advice, and foster an exchange of views among members. Committees help inform CADSI's advocacy agenda and activities; review existing services, events and membership policies and consider new ones; and raise important issues for CADSI's small business members. To be eligible to be on an Operating Committee, you must currently work at a company with a CADSI corporate membership (Category A-E) in good standing.

Each committee is led by an Industry Chair, responsible for bringing together the views of industry members for consideration by the CADSI president and staff; build consensus across the membership; and communicate back to members any recent developments or concerns they have heard.

Committee Mandates

The Operating Committees will be:

1. Defence Policy Implementation Advisory Committee

The implementation of the various commitments that affect our industry that are contained in the government's Defence Policy Statement will occupy a considerable amount of CADSI's time and energy over the medium term. It is vital that CADSI engages the government constructively and consistently on the implementation of these initiatives—both in terms of program/policy design and timing. To do this effectively, CADSI needs company perspectives on the initiatives and commitments in the Defence Policy Statement, some of which are conceptual and need fleshing out to be translated into concrete programs.

The Defence Policy Implementation Advisory Committee, therefore, will be structured first and foremost to provide advice to the CADSI President on implementation of all industry relevant aspects of the Defence Policy Statement. It will also provide advice, as needed, on other industry-wide policy issues affecting members.

To this end, members are expected to provide timely intelligence and ideas to help implement the initiatives in the defence policy statement that affect industry, and provide their perspectives on how aspects of the policy and other relevant issues fit together. Priority topics are the implementation of the DND Investment Plan; improved procurement processes and timelines; the implementation of the Innovation for Defence Excellence and Security (IDEaS) program, etc.

The Committee will also be asked for views on other ongoing government initiatives that affect the industry, such as export control reforms (e.g. UN Arms Trade Treaty) and trade negotiations. The committee may also work with AIAC's Public Procurement Committee on certain procurement policy issues of common interest (Cost and Profit Policy, Risk-Rebalancing, Supplier Relationships and Performance Management, etc.).

CADSI Staff Liaison: [Marc Watters](#), Policy Advisor, Government Relations and Communications

2. Small and Medium Enterprise Committee

This committee will provide input on matters pertaining specifically to SMEs. In 2018, the committee will inform the objectives and agenda for CADSI's SME Day 2018, select new countries for the Emerging Markets Portal, and identify future needs for education/training targeted at SMEs.

CADSI Staff Liaison: [Marc Watters](#), Policy Advisor, Government Relations and Communications

3. Business Development and Member Services Committee

This Committee will provide input on how to improve value-added member initiatives, including how to improve event content and experience. In 2018, the Committee will focus on member education services and membership loyalty programs, as well as domestic events (e.g. CAF Outlooks, CANSEC) and international trade shows.

CADSI Staff Liaison: [Steven Hillier](#), Associate VP, Business Development & Operations

Selection Process

Throughout September, existing chairs and vice-chairs will work with CADSI to select a representative slate of potential candidates (e.g. based on experience, knowledge, defence/security capability or commercial field, and geography) for the above listed committees and working groups. The existing committee's membership will then select the applicants for the number of vacancies.

Committee chairs will set the agenda in consultation with CADSI's President and staff in alignment with CADSI's priorities. The meeting frequency would be determined by the chair and the President depending on the issues facing the committee, but would normally be every 4-6 weeks and last for 60 to 90 minutes. To enable non-Ottawa based members to participate, committees will have the use of CADSI's telephone conference calling and web-based video conferencing technology.

Each committee chair shall provide a 5 minute year-end report at the CADSI Annual General Meeting and may be asked to provide a written briefing note quarterly to the President summarizing the committee's activities. This summary may be included in the documentation for meetings of the Board of Directors. Committee chairs may be asked to engage or report to the broader membership via a 1 hour webinar up to twice a year.

The role of the vice-chair is limited to acting as chair of a meeting in the absence or disability of the chair.

Timelines

Remainder of 2018	Existing committees continue to meet as required.
July 20 th	Nomination period for membership opens. Members provide a summary of their experience via online at: https://www.surveymonkey.com/r/CommitteeRenewal
August 15 th	Nomination period for membership closes.
Mid-August to mid-September	CADSI collates and reviews expressions of interest by members and Operating Committees review and vote on new members.
Mid-September	Reconstituted Committees start meeting.
Late September or Mid-December	Board of Directors selects committee chairs and vice-chairs.
Mid-December or early January 2019	Final composition of committee communicated to CADSI membership.