



INTER-ASSOCIATION COMMITTEE

Terms of Reference

1. INTRODUCTION

The Architectural Woodwork Manufacturers Association of Canada (“AWMAC”) has elected to form, and to undertake activities through, an Inter-Association Committee (“Committee”). This Terms of Reference (“TOR”) sets forth the terms and understanding of the Committee.

2. PURPOSE AND AUTHORITY

- 2.1. The purpose of the Committee is to collaborate with Woodwork Institute to share information to understand each organization’s unique culture and collaborate on programs and initiatives that support the mission and vision statements of each organization.
- 2.2. Committee participants are subject to the requirements of AWMAC’s bylaws, policies, and procedures.

3. RESPONSIBILITIES

The Committee must adhere to the current *Memorandum of Understanding* (MOU) between AWMAC and Woodwork Institute.

4. COMPOSITION AND APPOINTMENT

- 4.1. The Committee is a **Standing Committee** of the Board and is comprised of AWMAC’s most senior executives. The Committee consists of:
 - President (Chair)
 - Vice-President (Vice-Chair)
 - Secretary/Treasurer
 - Past President
 - Executive Director (ex-officio)
- 4.2. The Chair is appointed by the Board annually. It is important to note that the Chair of the Committee does not necessarily mean that they are the Chair of the joint AWMAC and Woodwork Institute Inter-Association Committee. The Chair of the AWMAC and Woodwork Institute Inter-Association Committee may be a member of Woodwork Institute. If this occurs, AWMAC’s Committee Chair will hold the position of Vice-Chair during this period. The AWMAC and Woodwork Institute Inter-Association Committee Chair and Vice-Chair positions rotate every two years between AWMAC and Woodwork Institute in accordance with the MOU.
- 4.3. The Committee’s TOR will be reviewed and amended, as required, and approved by the Board.



5. REPORTING

The Chair will report to the Board at each Board meeting or as required.

6. RIGHT TO DISSOLVE COMMITTEE

The Committee will remain active until dissolved by the Board.