



ORCHESTRAS
ORCHESTRES

CANADA

Committee and Task Force Mandates

Committees: Nominating, Executive, Advocacy, National Meeting Planning

Task Forces: Touring and Collaborations Working Group, Youth Orchestras

NOMINATING COMMITTEE

MANDATE

The Nominating Committee is delegated the following responsibilities by the By-Laws of the Corporation and by the Board of Directors of the Corporation and is authorized to:

1. Review this Committee mandate at least annually, and recommend changes as required for approval by the Board of Directors.
2. Assess the performance of the Chair, the Board, the Standing Committees Chairs, and the Standing Committees; and to advise the Board in respect of Committee Chairs and composition.
3. Review Director involvement and make recommendations concerning re-nomination for subsequent terms.
4. Nominate new Directors who shall be of the highest possible calibre and qualifications for election to the Board of Directors.

Membership and Meetings

1. The membership of the Committee shall be as stipulated in the Bylaws of the Corporation.
2. The Committee shall meet at least two times per year or upon the request of the Committee Chair, Board Chair or Executive Director.
3. The Committee Chair shall maintain minutes of meetings.
4. The quorum for a Committee meeting shall be no less than 50% of the Committee membership.
5. Meetings and other activities by the Committee shall include as invited guests such members of the Orchestras Canada staff and other persons that the Committee chair determines will assist in achievement of the Committee's mandate.

Approved by the Orchestras Canada Board, 13 January 2010.

EXECUTIVE COMMITTEE

MANDATE

The Executive Committee is delegated the following responsibilities by the By-Laws of the Corporation and by the Board of Directors of the Corporation and is authorized to:

1. Review this Committee mandate at least annually, and recommend changes as required for approval by the Board of Directors.
2. Conduct an annual review of the By-Laws to ensure the governance structures, processes and practices support the corporation's objectives and recommend areas for change and improvement.
3. Report to the Board on the Committee's meetings and activities no less than bi-annually each fiscal year.
4. To supervise the work of the Executive Director to insure that the corporation is working towards discharging its mandate.
5. To monitor and audit the corporation's finances on a regular basis and to present to the Board of Directors an annual budget for approval.

Specific Performance Reviews include the following:

Human Resources

- a. To develop the selection criteria for the Executive Director and oversee his/her recruitment, establish performance objectives, conduct an annual performance assessment, provide coaching and feedback, and if necessary, coordinate termination for non-performance.
- b. To be available to advise the Executive Director on appropriate human resources practices for the organization, including the hiring and termination of other staff personnel.
- c. Ensure that new directors are provided with sufficient orientation and information as to Board of Director duties.

Membership and Meetings

1. The membership of the Committee shall comprise those members of the Board appointed to the Committee by the Board. The Committee shall meet at least nine times per year by either direct meeting or conference call or upon the request of either the Chair of the Board or the Executive Director. The Board Secretary will be responsible for maintaining minutes of meetings.
2. The quorum for a Committee meeting shall be no less than 50% of the Board member appointees on the Committee.
3. Meetings and other activities by the Committee shall include as invited guests such members of the Orchestras Canada staff and other persons that the Committee chair determines will assist in achievement of the Committee's mandate.

Approved by the Orchestras Canada Board, 13 January 2010.

ADVOCACY COMMITTEE

MANDATE

The Advocacy Committee is delegated the following responsibilities by the Board of Directors of the Corporation and is authorized to:

1. Review this Committee mandate at least annually, and recommend changes as required for approval by the Board.
2. Provide input and advice to staff on advocacy issues affecting Canadian orchestras.
3. Assist staff in efforts to engage the broader OC membership in advocacy initiatives.
4. Provide support to the Executive Director in formulating advocacy initiatives when called upon.

Membership and Meetings

1. The committee shall be chaired by a current member of the Orchestras Canada board.
2. Membership of the Committee shall comprise representatives from the Orchestras Canada membership with interest and expertise in this area.
3. The Committee shall meet at least one time per year and at other times, at the request of the Committee Chair, Board Chair or Executive Director.
4. The Committee Chair shall maintain minutes of meetings and periodically report thereon to the Executive Committee and the Board.
5. The quorum for a Committee meeting shall be no less than 50% of the Board member appointees on the Committee.
6. Meetings and other activities by the Committee shall include as invited guests such members of the Orchestras Canada staff and other persons that the Committee chair determines will assist in achievement of the Committee's mandate.

Approved by the Orchestras Canada Board, 13 January 2010.

NATIONAL MEETING PLANNING COMMITTEE

MANDATE

The National Meeting Planning Committee is delegated the following responsibilities by the Board of Directors of the Corporation and is authorized to:

1. Review this Committee mandate at least annually, and recommend changes as required for approval by the Board.
2. Plan the schedule and program for the annual national meeting, which usually take place in conjunction with a general meeting of the Corporation.
- 3 Work within a programming and logistical support budget allocated by the Board of Directors for the meeting.
4. Consult with colleagues and others on topics which could reasonably be addressed at a National Meeting and which would prove helpful to the membership.
5. To secure panelists and speakers to ensure the success of the National Meeting.

Membership and Meetings

6. The Committee will be chaired by an individual appointed by the Executive Director.
7. The Committee will be made up of individuals with expertise in the area of orchestra management, adult education or related areas, and will be appointed annually.
8. Ideally, at least one individual from the previous year's Committee will serve each year, to provide continuity.
9. The Committee shall meet at the request of the Committee Chair, Board Chair or Executive Director.
10. The Executive Director shall maintain financial records and meeting notes, and report periodically to the Board.

Approved by the Orchestras Canada Board, 26 October 2011.

TOURING AND COLLABORATIONS WORKING GROUP

[A working group is not a standing committee of Orchestras Canada, and is not a requirement of the corporation's by-laws. A working group is established by the Board of Directors to achieve a specific task; upon completion of that task, or for other reasons, the working group may be dissolved.]

MANDATE

The touring and collaborations working group is delegated the following responsibilities by the Board of Directors of the Corporation and is authorized to:

1. Review this mandate, and recommend changes as required for approval by the Board.
2. Consider ways that opportunities for touring and exchange by Canadian orchestras within Canada can be strengthened, through co-presentation, the sharing of resources and expertise, and other means.
3. Consider ways that artistic collaborations (including but not limited to joint commissioning of new works and programs, block bookings, education materials, dissemination of electronic media) can be facilitated through collective action of Canadian orchestras.
4. Consider opportunities for, and issues related to, national fundraising or sponsorship initiatives
5. Report recommendations and findings to the membership at the next national meeting, following receipt by the Board.

Membership and Meetings

1. Membership of the working group shall comprise individuals with interest, knowledge and insight in this area. The Chair of the Taskforce shall be selected from within the group.
2. The working group shall meet at the request of the working group Chair, Board Chair or Executive Director.
3. The working group chair shall ensure that minutes are taken, and will report periodically to the Executive Committee and thereon to the Board.

Approved by the Orchestras Canada Board, 26 October 2011.

YOUTH ORCHESTRA TASKFORCE

[A taskforce is not a standing committee of Orchestras Canada, and is not a requirement of the corporation's by-laws. A taskforce is established by the Board of Directors to achieve a specific task; upon completion of that task, or for other reasons, the taskforce may be dissolved.]

Definition:

For the purposes of this initiative, we are defining "youth orchestras" as ensembles that focus on music education of young people through orchestral performance and associated activities, supported by a community-based board of directors. Ensembles operated under the auspices of a school or educational institution are not eligible.

MANDATE

The youth orchestra taskforce is delegated the following responsibilities by the Board of Directors of the Corporation and is authorized to:

1. Review this Taskforce mandate at least annually, and recommend changes as required for approval by the Board.
2. Provide input, through the Executive Director, to the consultant preparing an inventory of Canadian youth orchestras, their roles, mandates, current situations and needs.
3. Develop, with the support of the Executive Director, a response to the research study, including any recommendations, for consideration by the Board of Directors.

Membership and Meetings

1. Membership of the Taskforce shall comprise individuals with knowledge and insight in this area, and the Chair of the Taskforce shall be selected from within the group. Task force members will be selected with due regard for regional and linguistic representation.
2. The Taskforce shall meet at the request of the Taskforce Chair, Board Chair or Executive Director.
3. The Taskforce chair shall ensure that minutes are taken, and will report periodically to the Executive Committee and thereon to the Board.

Approved by the Orchestras Canada Board, 26 October 2011.