

## TERMS OF REFERENCE

### ADVISORY COMMITTEE ON THE ARTS OTTAWA-CARLETON DISTRICT SCHOOL BOARD

#### 1. MANDATE

- 1.1 Act as an independent advisory committee on Arts issues to the Ottawa Carleton District school Board.
- 1.2 Support and encourage education in the Arts for students in the OCDSB.
- 1.3 Provide liaison between OCDSB and Arts institutions and organizations at the local, regional, provincial and national levels, the business community and the post-secondary community.

#### 2. OBJECTIVES

- 2.1 Support strong and vibrant delivery of Arts education in all OCDSB school
- 2.2 Raise the awareness of principals and teachers of the importance of arts education in terms of academic and social development, and career potential
- 2.3 Promote the Arts in teacher education and professional development
- 2.4 Encourage the use of the Arts in delivery of the general curriculum
- 2.5 Promote communication between the Advisory Committee on the Arts, Arts teachers and school councils
- 2.6 Enhance opportunities for students in the arts through support for OCDSB cooperative education and school visits, tours, seminars and performances with professional artists, experienced amateurs, arts entrepreneurs and local and national arts organizations
- 2.7 Recognize excellence through arts awards

#### 3. MEMBERSHIP

- 3.1 Membership and attendance are voluntary. Members of the public are welcome to attend as observers.

##### Voting Members

##### Arts/City/General Community

Up to 14 representatives from the general community, with an interest in arts education within the OCDSB. This may include representatives of city, community or national or cultural organizations, artists, or members of the general or business community who have an interest in arts education;

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##### Parents/Guardians of students in OCDSB schools

Up to four who demonstrate an interest in Arts education and, to the extent possible, including a balanced representation of elementary and

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secondary schools and geographic regions within the OCDSB jurisdictions.

OCDSB Secondary School Students and or/ Student Trustees 2  
Up to two with an interest in Arts education

Total Maximum Voting Members 20

#### Non-Voting Members

##### Ex-Officio OCDSB Staff members

Program support teacher 1

Representative from Arts Canterbury 1

Representative from other Arts programs (if designated) 1

Teachers representing dance, drama, literary arts, media arts,  
music and visual arts at both the elementary and secondary level: a  
maximum of 9 9

Representative of Principals' and Vice-Principals' Association 1

Non-Voting Lifetime members: a maximum of four 4

OCDSB Trustee(s): a maximum of two, as may be designated by the Board 2

Superintendent or designate. 1

Total Maximum Non-Voting Members 20

## 4. PROCEDURES

- 4.1 Quorum shall be 50% of Voting members plus 1.
- 4.2 Chair and Vice-Chair (to act in the Chairperson's absence) shall be elected each school year September through June.
- 4.3 Non-Voting Lifetime members shall be nominated of recognition of lifetime contributions to educations in the arts and approved by a majority vote.
- 4.4 Voting and Non-Voting members (but not Lifetime members), who are unable to attend meetings, may select an alternate to attend meetings in their place. They may participate fully in meetings but may not vote.
- 4.5 Voting and Non-Voting members will reaffirm their membership and area of interest in the Committee each school year.
- 4.6 Meetings will be conducted in a democratic manner and issues will be dealt with through discussion and preferably by consensus of both Voting and Non-Voting members. In the case of substantive policy issues or recommendation to the Board, a recorded vote of Voting members will be taken in which the Chair and Vice-Chair may vote.

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- 4.7. In the event of disagreement arising between voting and non-voting members on a substantive or policy issue or recommendation to the Board, a minority position paper may be presented with the majority position.
- 4.8. Meetings will be conducted in space provided by OCDSB during the school year, September through June, unless circumstances warrant change. A meeting agenda is to be distributed by the Chair to Trustees and ACA members through OCDSB servers at least five working days prior to a meeting. -Community Arts reports tabled in point form during Committee meetings will be transcribed and distributed as addenda to the Minutes.
- 4.9. Working sub-committees shall be named at the beginning of each school year with defined tasks and sunset clause when work is complete. All subcommittee shall report to the ACA through a nominated Chair. Subcommittees may include a Teachers' Forum of active full and part-time teachers and retired teachers with experience in dance, drama, literary arts, media arts, music and visual arts at both elementary and secondary levels and representing the front line professionals delivering arts education in the classroom.
- 4.10. Membership of both Voting and Non-Voting committee members may be revoked after the member or his/her alternate is absent from three consecutive meetings without notice. Notice to revoke membership will be provided in writing to the member and determined by majority vote at a regular meeting.
- 4.11. New members to fill a vacant voting or non-voting membership position shall be nominated by a present member with second by application of the proposed member and acceptance or rejection by majority vote with the applicant present.
- 4.12. Both Voting and Non-Voting members shall declare "conflict of interest" in any issue under discussion or declare personal interest in any commercial involvement with the OCDSB.

## **5. REPORTING**

- 5.1 Minutes of Committee meetings are distributed by OCDSB Board services.
- 5.2 The Chair shall prepare an Annual Report for review by the Committee and subsequent presentation to the OCDSB Education committee the month of June at a meeting to be scheduled for receipts of Advisory Committee annual reports. Any Committee operating budget or expense account is the responsibility of the Chair and a reconciled and balanced (with receipts) statement will be appended to the Annual report.
- 5.3 Meetings of the ACA are open to the public and any comment, as with the OCDSB, may be attributed in ACA minutes. At the discretion of the Chair, minutes may be recorded to ensure credit and recognition of contributors to ensure accuracy. With no formal "in camera" procedure, speakers preferring anonymity should first indicate "not for attribution" or "off the record" in discussions.

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#### **6. CONDITIONS**

- 6.1 The Advisory Committee on the Arts shall conform to OCDSB Policy (P.065.GOV) “ Advisory Committees to the Board Policy”.
- 6.2 In determining membership, electing a Chair and other officers, conducting its meetings and activities, the ACA shall operate in an open and democratic manner and in accordance with the policies and procedures of the Board.
- 6.3 References: Board By-Laws, Committees, Section 18.0; Board By-Laws and Standing Rules, Annex 2; Board policy P.010.GOV “Community Involvement on Board Standing Committees”.
- 6.4 The ACA is constituted at the pleasure of the OCDSB as an Advisory Committee to the Board of Trustees and may be renewed or discontinued following the Board’s annual review of the ACA Annual Report.