

## KERRY VICKAR CENTRE ADVISORY BOARD

### Terms of Reference

**Name:** The name of the advising body shall be Kerry Vickar Centre Advisory Board.

**Mandate:** The mandate of this board is to:

1. Envision long-term goals and objectives.
2. Suggest the overall long-term schedule, soliciting feedback from user groups.
3. Establish good communication channels within the community.
4. Provide direction and vision for programming.
5. Advise and assist the Program Coordinator.

**Structure of the Board:**

The Board shall consist of 7-9 members.

The process whereby these members are named shall be:

That the city solicit recommendations from various arts and culture organizations, school division, media, etc. That there be a liaison representative from the Events Committee. That there be an open invitation to the general public to recommend individuals to sit on this committee.

\*The City of Melfort's Program Coordinator will work directly with this board and the city's Cultural Coordinator will act in an advisory capacity.

**Voting:** All recommendations of the board shall be by simple majority of the members present.

**Meetings:** The Advisory Board shall meet monthly or as deemed necessary.

**Timeline:** The board shall be established by March 2009 and shall adopt a process whereby its members are elected with staggered terms of office.

**Evaluation:** There should be an annual review by the board of its operation and a written report should be forwarded to the city's Director of Community Services.

**Terms of Office:** Two-year terms, appointed in alternate years.

## KERRY VICKAR CENTRE EVENTS COMMITTEE

### Terms of Reference

**Name:** The name of the committee shall be Events Committee.

**Mandate:** The mandate of this committee is to:

1. Assist in organizing a schedule of events.
2. Direct and assist the Program Coordinator with practical details for events.
3. Promote and market the facility to attract events.

**Committee Structure:** The committee shall consist of 3-5 members.

The process whereby these members are named shall be:

That the city solicit recommendations from various arts and culture organizations; that there be a liaison representative from the Advisory Board; and that there be an open invitation to the general public to recommend individuals to sit on this committee.

\*The City of Melfort's Program Coordinator will work directly with this committee and the City's Cultural Coordinator will act in an advisory capacity.

**Voting:** All recommendations of the committee shall be by simple majority of the members present.

**Meetings:** The Events Committee shall meet weekly or as deemed necessary.

**Timeline:** This committee shall be established by August 2009 and will continue to be active on an ongoing basis.

**Evaluation:** There should be an informal annual review by the committee of its operation and a written report should be forwarded to the City's Director of Community Services.

**Terms of Office:** To be determined.