

Administrative Procedure 551-5

Performing Arts Centre Advisory Committee

Terms of Reference

1. Purpose

- 1.1. The purpose of the Performing Arts Centre Advisory Committee is to provide a permanent and ongoing mechanism for considering all matters of interest, communicating thereon the views of the respective parties, and making recommendations to Clearview regarding the Performing Arts Centre as a shared community asset.
- 1.2. The Committee may make recommendations to school principals, senior leadership or the Board of Trustees.
- 1.3. The Committee primarily acts as an advisory committee to ensure strong communication.
- 1.4. The Committee recognizes the right of the Board to formulate policy and the Board recognizes the desirability of consulting with our communities and key stakeholder groups.

2. Membership

- 2.1. The Committee is to be comprised of the following representatives:
 - 2.1.1. Board of Trustee (one representative)
 - 2.1.2. Senior Leadership (up to two representatives)
 - 2.1.3. Central Service (one representative)
 - 2.1.4. Schools (up to four representatives)
 - 2.1.5. Town of Stettler (up to two representatives)
 - 2.1.6. County of Stetter
 - 2.1.7. User Groups (up to five representatives) - invited by Clearview
 - 2.1.8. Other Municipal (other representatives are welcome if they are interested)
- 2.2. The Secretary Treasurer and Director of Facilities (Senior Leadership) will attend meetings in an advisory and ex-officio capacity and when called upon will provide information and ideas for discussion.

3. Chair

- 3.1. The school principal for Wm. E. Hay Stettler Secondary Campus will be Chair, or another representative of the school as determined by the school principal.

4. Meetings

- 4.1. The Chair will forward to all members of the meeting a notice of meeting at least one Friday prior to the meeting date. The notice will include a call for agenda items and a reminder that agenda items must be submitted prior to or on the Monday prior to the meeting date.
- 4.2. Meetings shall be held at least twice per year and during the school year, unless no agenda items are forwarded to the Chair in the agreed timeline.
- 4.3. Meetings should be conducted in an informal manner without the requirement of official motions.

5. Procedures

- 5.1. Videoconferencing and teleconferencing will be available when and where possible and as determined by the Chair
- 5.2. The Chair will designate a Secretary for the Committee.
- 5.3. Expenses of members of the Committee are to be borne by their respective organizations.
- 5.4. A draft of the minutes will be E- mailed to committee members for verification and shared with the Board of Trustees after a reasonable time. Minutes will be reviewed by the Committee in the following meeting.
- 5.5. At the beginning of each year the Committee shall conduct a review of these terms of reference to determine if they are operating to both all parties' satisfaction.

6. Limitations

- 6.1. No release of any information discussed at these meetings is to be made to the news media because of the advisory capacity of the Committee.
- 6.2. The Committee is not intended to solve challenges of individual User Groups: rather, it shall focus on system-wide opportunities and policies.

7. Amendments

- 7.1. The Terms of Reference, and any changes, shall be approved by the Superintendent in consultation with the Committee.