

ARHS THEATRE ADVISORY COMMITTEE

TERMS OF REFERENCE (January 2015)

BPC Penco, as represented by Ashford Investments Inc., (“Ashford”) is the owner of the Amherst Regional High School building. The ARHS building is leased to the Department of Education and Early Childhood Development for the use of the Chignecto-Central Regional School Board (“CCRSB”). Within the school is the Susan Taylor Theatre (“Theatre”). Ashford, in the capacity of owner of the building, and CCRSB, in the capacity of legal occupier of the building, are responsible for the Theatre. Given the operational practicalities, CCRSB maintains the day-to-day responsibilities of operating the Theatre.

PURPOSE OF THE COMMITTEE

The Committee provides **oversight** for the management and use of the Theatre.

In effectively carrying out their responsibilities towards the Theatre, Ashford and CCRSB share their time, talent, resources and expertise in support of the development of the Theatre and the effective use and promotion of the Theatre through the Committee.

The Committee provides a structure for appointed members to **advise** and provide **support** in the **development** of the Theatre and the effective use of the Theatre.

PARAMETERS

The following are minimum parameters.

- a. The Theatre is used primarily for educational, co-curricular and extra-curricular activities of ARHS students.
- b. Community use of the Theatre is scheduled so as not to disrupt the use of the Theatre by CCRSB students.
- c. Any community use must be conducted so there is no cost to CCRSB or Ashford.
- e. The Theatre will not be used in a manner that results in costs that are in excess of those budgeted by BPC (pursuant to its lease agreement with the DEECD) unless previously submitted and approved by BPC (through Ashford) and where those excess costs are paid to BPC.
- f. The ARHS administrative office is responsible for all bookings of the Theatre (including community use).
- g. CCRSB does not pay user fees for use of the Theatre, provided its use remains within the parameters of the lease between BPC and DEECD.
- h. CCRSB receives all funds related to community rental of the theatre (“community use funds”). CCRSB applies these funds:
 - first to any costs associated with the rental of the Theatre; and
 - remaining funds to the maintenance and upkeep of the Theatre and the promotion of the arts.
- i. CCRSB will provide reports on the use of these funds to the Committee at regular meetings and, upon request, will report use of the funds to Ashford at any time.
- j. Any policies or procedures adopted by the Committee. Any policies, procedures or practices arising from the Committee must not be inconsistent with policies and procedures of CCRSB.

Additional parameters may be added as determined.

OBJECTIVES

Development The Committee develops the rate structure for community use of the Theatre.

Oversight The Committee ensures that the day-to-day operations are in accordance with the parameters. To that end, CCRSB provides accounting of:

- bookings / usage of the Theatre
- funds collected
- application of the received funds

- effective use of remaining funds for maintenance and upkeep of the Theatre and promotion of the arts

Advise

- Methods to more effectively and/or efficiently run the Theatre.
- Setting of rates.
- Parameters, policies, procedures or practices.
- Any other matters which may be of use to the development of the Theatre and/or the effective use of the Theatre

Support

The Committee members are expected to be positive community advocates and ambassadors for the Theatre, specifically, and the Arts, generally. Other ways Committee members may provide support include:

- Marketing
- Celebrating
- Communicating
- Developing

COMMITTEE STRUCTURE

(Co-)Chairs are the CCRSB representative and/or Ashford.

Secretary responsibility will be organized by the ARHS Principal and provided by support staff of the school unless otherwise determined.

Sub-Committees assist in carrying out the work of the Amherst Theatre Advisory Committee and include, but are not limited to, regular members. All sub-committees report regularly at Amherst Theatre Advisory Committee meetings.

Ad-hoc Committees are formed as required and report as directed by the Committee.

COMMITTEE MEMBERSHIP

The Committee membership includes:

- The Superintendent of CCRSB (or designate) appoints one Chignecto-Central Regional School Board representative
- Ashford Investments appoints one BCP Penco (Nova Scotia Inc.) representative
- The Principal of Amherst Regional High School (or designate of the Principal)
- The Municipality of Cumberland appoints one elected official
- The Town of Amherst appoints one elected official
- Ashford and CCRSB appoint between 3 and 7 community members (who have demonstrated an interest in the arts) by mutual agreement

The Committee may invite such other persons as deemed appropriate to attend meetings on an ad hoc basis.

Any representative who is unavailable to attend a meeting notifies the Chair in advance. A replacement representative can be recommended to the Chair or requested by the Chair.

TERM OF MEMBERSHIP

Each Committee member will continue to serve until removed or replaced by the individual/body responsible for the appointment of that member.

MEETINGS

- Frequency: Minimum of 3 times per year. Any Committee member(s) may request additional meeting(s) through the Chair at any time. Additional meeting(s) will be determined by mutual agreement of Ashford and CCRSB.
- Quorum: 50% of the membership + 1
- Agenda: There may be standing items on each agenda as determined by the Committee. Any member may request items to be put on an upcoming agenda by providing notice and information regarding the item to the Chair at least two weeks before the meeting. The agenda is forwarded to all committee members one week in advance of the meeting by the Chair (or designate). Items may be added to a meeting agenda at the meeting by consensus of the Committee.
- Decision Making: The Committee is responsible predominately for oversight and advising. The Committee endeavors to work collaboratively to reach consensus in all circumstances. In the event that consensus cannot be reached, a decision will be reached upon consultation between the representatives appointed by Ashford and CCRSB.
- Unless otherwise determined by the Committee, decision making can occur at meetings, via e-mail communication, and/or via phone calls.
- Terms of Reference: Will be reviewed annually by the Committee.