

## **FLATO MARKHAM THEATRE ADVISORY BOARD** **2024 PROPOSED TERMS OF REFERENCE**

### **Composition:**

The Board shall be composed of up to eleven (11) voting members: nine (9) shall be from the community, one (1) member of Markham Council, and one (1) representative from the York Region District School Board - the Principal of Unionville High School.

In addition, the Board will also have various ex-officio members. They will have a vote when in attendance at meetings and will include: The Mayor, the Deputy Mayor and School Board Trustee.

### **Term of Office:**

Members may serve up to a four (4) year term. Community members are able to serve for additional term(s), maximum of two (2) consecutive terms, but must reapply through the normal appointment process.

New members will go through an orientation process at time of onboarding, and be requested to sign code of conduct document.

Members of the Theatre Advisory Board do not have any legal nor fiduciary responsibilities.

### **Role of the Advisory Board/Functions:**

- To advise and engage in the development of the Theatre Strategic Plan and the annual business plan;
- To assist staff in increasing awareness and the profile of the Theatre in community;
- To participate in at least one (1) opportunity to support the Theatre, including subscriptions, donor programs, annual Gala, and/or sponsorships;
- To serve as advocates and Ambassadors of the Theatre by assisting staff in increasing awareness and the profile of the Theatre in the community;
- To make recommendations and update Markham City Council on any matters with regard to the Theatre and its operations;
- To participate in a minimum of one (1) sub-committee or task force of the Advisory Board;
- To abide by the City of Markham's protocol for citizen Advisory Board members

### **Remuneration:**

No member is entitled to receive, either directly or indirectly, any salary, wages, fees, commissions or other amount for services rendered to the Theatre in their capacity as an Advisory Board member.

**Frequency of Meetings:**

The Board will meet a minimum of five (5) times per year, usually the fourth Monday of every other month at 5:30 pm. All Board members must attend at least four (4) of these meetings.

**Reporting:**

Proper minutes of Board meetings, and record of policies must be kept. Governance terms and philosophy will be reviewed from time to time, at a minimum of every four (4) years, aligned with term of City Council.

**Previous Amendments:**

- *As per Council resolution of February 12, 2008 (from 11 to 12 in total)*
- *As per Council resolution of December 1, 2009 (from 2 to “up to 2”)*
- *December 15, 2009- Terms amended on an interim basis to include 10 members of the public until November 30, 2010*
- *December 13, 2011 – Terms amended on an interim basis to include 11 members of the Public*
- *Terms of Reference revised at the January 29, 2013 Council Meeting*
- *Terms of Reference was revised at the January 26, 2015 Terms of Reference to increase the number of Councillors on the Committee from two (2) to three (3)*
- *Terms of Reference was revised June 13, 2017 – Councillor was reduced from (3) to (2). Citizen Member was increased from 14 to 16*