

Nanaimo Performing Arts Guild Terms of Reference

PURPOSE:

The purpose of the Nanaimo Performing Arts Guild (The Guild) is:

- a) To support, encourage and celebrate the continued presentation of a wide variety of performing arts activities at the Old Victoria Arts Centre;
- b) To increase public understanding and appreciation of the local performing arts community;
- c) To work collaboratively to advance strategic and operational improvements to the Old Victoria Arts Centre by providing input, advice, and guidance on topics relevant to facility operation and community use and enjoyment;
- d) To advise as required on the future creation of additional small multi-use performance spaces in the City of Nanaimo.

The Nanaimo Performing Arts Guild will work cooperatively with the City towards maintaining the Old Victoria Arts Centre as an accessible, inclusive and sustainable venue for the Nanaimo performing arts community.

MEMBERSHIP:

The Guild will oversee administrative and operational matters of the Old Victoria Arts Centre. Duties will include:

- a) Developing recommendations concerning the ongoing maintenance and operational needs of the Old Victoria Arts Centre, and on current and future space-related supports for the performing arts community;
- b) Collaborating with the City of Nanaimo to prepare maintenance and operating budgets for the Old Victoria Arts Centre;
- c) Overseeing the day-to-day operation of the Old Victoria Arts Centre;
- d) Overseeing the required custodial duties of the Old Victoria Arts Centre.

The Guild shall be comprised of eleven (11) voting members:

- a) Eleven (11) members at large from the community, to be chosen by Council based on their experience and involvement related to the performing arts community.

The Guild should:

- a) Ensure representation from across the creative and performing arts sector
- b) Include Indigenous representation
- c) Include a youth representative (age 15-24)

ELIBILITY

The Guild's members-at-large shall be appointed by resolution of Council. All residents of Nanaimo are eligible to apply. Members of the Guild shall be appointed on the basis of their availability and on their commitment to programming, operating and ensuring the accessibility and affordability of the Old Victoria Arts Centre for small-budget performances.

MEMBERSHIP TERM

Term

- a) Members of the Nanaimo Performing Arts Guild will serve on a volunteer basis for 24 months.
- b) Members are required to re-apply for service upon the completion of their term.
- c) Members can serve a maximum of two terms before a break of at least one 24-month term period to re-applying.
- d) Members serve voluntarily and without compensation.

Conduct

- a) Members of the Guild shall participate in the spirit of collaboration.
- b) Members of the Guild shall conduct themselves in a professional and respectful manner.
- c) Members of the Guild must declare potential conflicts of interest.

MEETING FREQUENCY

Meetings will be held monthly for the first six months of the Guild's operation and then as established/required by the Guild. In addition to regularly scheduled meetings, the Guild may meet upon call of the Chair or the request of two Guild Members, following consultation with Staff Leads and confirmation it is feasible to organize an additional meeting.

STAFF SUPPORT

The following City Departments may provide support to the Guild in accordance with the *City of Nanaimo Committee Operating Guidelines*:

- a) The City of Nanaimo Manager of Culture and Special Events as Staff Liaison.
- b) Parks, Recreation and Culture staff
- c) Other staff as required

OBSERVERS AND COMMUNITY SUPPORTS

All regular meetings are open to the public.