

## **THE FUNDRAISING/SPONSORSHIP COMMITTEE**

The Fundraising/ Sponsorship Committee will be responsible:

- a) To administer the operation of all fundraising activities undertaken by the Corporation, subject to such discretion and limitations as the Directors may from time to time impose;
- b) To seek sponsorship from individuals, businesses, and organizations to generate funds for the general operation of the Corporation; and
- c) To secure business and organize advertisements for concert programs to help reduce concert expenses.

## **THE NOMINATING COMMITTEE**

The Nominating Committee will be responsible:

- a) To prepare a slate of candidates for election to the Board of Directors in accordance with the provisions of Article VI, and to report the same to the board of Directors no less than 30 days prior to the date set for the Annual General Meeting of Members;
- b) To ensure there are sufficient candidates on the slate to fill any vacancies on the Board of Directors as may be required to be filled to ensure proper constitution of the Board following any Annual General Meeting of Members. To assure continuity for Directors-at-Large, the Nominating Committee, in preparing the slate, will ensure insofar as possible that the terms of approximately half of the Directors-at-Large who will serve on the Board of Directors following the Annual General Meeting will not expire on the date of the Annual General Meeting of Members next following. To that purpose, and notwithstanding Article VI(5), the Nominating Committee may present a slate wherein one or more candidates are nominated to serve as a Director-at-Large for a period of one (1) year; and
- c) To proactively engage the Members to encourage their participation in the Board of Directors or on one or more Committees.

## **THE REHEARSAL HALL COMMITTEE**

The Rehearsal Hall Committee will be responsible to oversee and administer on an ongoing basis all aspects of the use, maintenance and operation of the Corporation's rehearsal hall, and to report to the Directors on a regular basis and as required. Without limiting the forgoing, the duties, responsibilities, and functions of the Rehearsal Hall Committee will include:

- a) To schedule and oversee the seasonal cleanup of the rehearsal hall property grounds, lawn maintenance, and the removal of snow;
- b) To inspect as required, and not less frequently than annually, the plumbing and interior structures, the roof and exterior of the rehearsal hall structure, and its heating and ventilation system;
- c) To oversee the work of any contractor hired by the Corporation to perform any construction, repair, or renovation of any structural component of the rehearsal hall, any component of the electrical, plumbing, heating and ventilation, or other system within the rehearsal, or the supply of any materials required for the same;
- d) To organize and oversee regular cleaning of the rehearsal hall interior, and to maintain adequate supply of necessary cleaning supplies and materials;
- e) To maintain adequate inventory of coffee and other kitchen supplies;
- f) To arrange for the maintenance and repair of electronic sound or recording equipment in the rehearsal hall; and
- g) To enter into rental arrangements with third parties for the use of the rehearsal hall in accordance with the rental policies and procedures prescribed by the Directors from time to time, to enable access of such parties to the facilities under such arrangements, and to ensure the security and cleanup of the rehearsal hall on completion of such arrangements.

## THE MUSIC COMMITTEE

The Music Committee will be responsible to oversee and administer on an ongoing basis all aspects of the property, supplies, and equipment owned or maintained the Corporation for its music programme and not falling within the duties and responsibilities of the Rehearsal Hall Committee, and to report to the Directors on a regular basis and as required. Without limiting the forgoing, the duties, responsibilities, and functions of the Music Committee will include:

- a) To oversee the work of the Librarian generally, to work with the Librarian to maintain a functional and efficient system for the cataloguing, labelling, storing, and retrieving of music scores and parts for use in the Corporation's music programme, to catalogue and manage the effective use of music folders by the Members for the safekeeping of scores and parts while in active use, and to arrange their return to storage thereafter;
- b) In conjunction with the Concert Bandmaster and the Auxiliary Bandmaster, to plan, organize, and ensure the execution of all arrangements and logistics required to stage concerts, workshops, or other performances staged by the Corporation, including booking of venues; advertising and publicity; transportation of all required instruments and other equipment owned by the Corporation; organization of duty crews for transportation, setup, and takedown; hospitality for audiences; and any other measures necessarily incidental to the staging of such concerts, workshops, or other performances;
- c) To assist and make recommendations to the Concert Bandmaster and the Auxiliary Bandmaster on the purchase or other acquisition of music scores and parts;
- d) To maintain an inventory list of all musical instruments, music equipment, chairs, music stands, and uniforms or regalia (collectively called "music assets") owned by the Corporation, whether and to whom any of them may on loan, and arranging for the return to the Corporation of any which are on loan but no longer being used in Corporation's music programme;
- e) To make recommendations to the Directors from time to time as to the maintenance, repair, updating, upgrading, acquisition, or replacement of music assets, and to make any necessary selection and purchase thereof; and
- f) To work with the Concert Bandmaster and the Auxiliary Bandmaster to generate ideas and plans aimed at enhancing or improving the Corporation's general plan of operation to achieve its purpose and object.