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## OBJECTS OF THE SOCIETY

### Arts Touring Alliance of Alberta

#### *Objects of the Society*

- To promote, develop and nurture arts touring throughout Alberta.
- To strengthen arts touring throughout Alberta by facilitating strategic partnerships and networking.
- To foster member development through education and training opportunities.
- To advocate support for the touring arts industry.
- To develop a service organization for the touring arts.



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## Policy 1.0 DIRECTORS CODE OF CONDUCT

### DIRECTORS CODE OF CONDUCT

Directors need to demonstrate ethical and professional conduct to maintain the confidence of the Directorship and the membership. This commitment includes proper use of authority and appropriate actions in group and individual behavior when acting as Director.

Directors must be loyal to the interests of the Directorship over and above any:

- Loyalty to advocacy or interest groups, and Directorship on other Boards or staff.
- Personal interest of any Director acting as an individual consumer of this organization's services.
- Board Directors are trustees of public confidence and securities and therefore must avoid any conflict of interest.
- there must not be any conduct of private business or personal services between any Director and the Society except when there is openness, competitive opportunity, and equal access to information.
- Directors must not use their positions to obtain employment within the Society for themselves or their family members.
- If a Director is considered for employment, he or she must temporarily withdraw from deliberations and voting.

Individual Directors must not exert any authority over the Society except as stated in the Societies policies.

- Individual Directors do not have any authority to speak for the Society when they interact with staff, the public, the press and other entities unless granted the authority by the whole Board.
- Directors must not make any judgments of staff performance except if the performance is officially assessed against Society policies.

Directors will deal with outside entities or individuals, with Directors and staff, and with each other using fair play, ethics, and straight forward communications.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LAST REVIEWED/REVISED ON** \_\_\_\_\_

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## Policy 2.0 BOARD MEETINGS

### 1.0 Purpose

Meetings provide a comprehensive framework for planning, setting priorities, management and budgeting which is essential to effective and responsible organization stewardship.

### 2.0 Board of Directors

1. There shall be a minimum of 10 and maximum of 12 Directors.
2. Directors elected from the membership at an Annual General Meeting shall be elected to a two (2) year term, to a maximum of three (3) consecutive terms.
3. When possible the Board should be comprised of:
  - 4 Community presenters – one from each of the four regions South, Central, East and Yellowhead/North.
  - 1 Professional Presenter
  - 1 Representative from a Festival Organization
  - 1 Independent Touring Artist
  - 1 Agent / Artist Manager/Producing Company Representative
  - Up to four (4) Directors at Large
4. The four (4) Community Presenter representatives shall be elected by members in good standing from their own regions before the Annual General Meeting.
5. The President shall be allowed to vote on all motions.
6. The terms of the members of the Board shall be structured as to ensure that in any given year, fifty percent (50%) of the members shall end their term.

### 3.0 Procedures

1. Robert's Rules of Order shall govern procedure at all meetings when not inconsistent with Constitution and Bylaws.
2. Meetings of the Board shall be called by the President and shall be held as often as the business of the Association requires, but with a minimum of four meetings each calendar year.
3. The dates of the Board meetings shall be determined by the Board at the October meeting.
4. Notice of the meetings shall be provided by email.
5. One half (50%) of the Board shall constitute a quorum.

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## **Policy 2.0 BOARD MEETINGS cont'd**

6. The Executive Director and other staff will be present at meetings as required.
7. The Board may invite members of the Arts Touring Alliance of Alberta to observe or make presentations to it.
8. In absence of both the President and Vice President, an acting President may be elected by those attending to preside over that meeting.
9. When necessary, Board Members may vote via email.
10. Because we are a small board, a seconder will not be required for motions during the board meetings .

### **4.0 Agenda Development**

1. The Board President in consultation with the Executive Director develops Board meeting agendas.
2. New items may be added at the meeting, however, as a courtesy, Board members are encouraged to notify the President in advance.
3. The agenda is distributed by email prior to the meeting.

### **5.0 Meetings In-Camera**

1. From time to time as the Board may determine, its meeting may be held In-Camera, and all ex-officio persons shall be excluded from such deliberations.

The following items may be considered In-Camera upon approved motion of the Board:

- i. personal matters about identifiable individual or employee
- ii. litigation or potential litigation
- iii. matters falling under the Municipal Freedom and Protection of Privacy Act
- iv. matters of personal conflict between members of the Board

## **Policy 3.0 ANNUAL GENERAL MEETING**

### **1.0 Purpose**

To allow the membership of the Arts Touring Alliance of Alberta an opportunity to review and approve the financial statements, to elect a Board of Directors, to appoint an auditor and to receive the annual reports from the Executive Director and Board.

### **2.0 Procedures**

- 2.1** The Annual General Meeting shall be called by the President and is to be held during the "Alberta Showcase" conference
- 2.2** Robert's Rules of Order shall govern procedure at the Annual General Meeting when not inconsistent with Constitution and Bylaws.
- 2.3** The Annual General Meeting shall be called by the president and shall be held during the annual "Alberta Showcase" conference. All members of the Arts Touring Alliance are invited to the meeting and able to vote.

### **3.0 Agenda Development**

The Agenda is developed by the President of the Arts Touring Alliance of Alberta.

The agenda of the AGM includes:

- approval of agenda
- reading, amending, and adoption of the previous AGM minutes
- receipt of reports
- receipt of financial statements
- nomination of Board Members
- election of Board Members
- appointment of auditor or a professional accountant
- general business

### **4.0 Meetings — AGM**

All members of the Arts Touring Alliance of Alberta have a right to attend and vote at the meeting; each member organization has one vote.

## **Policy 4.0 SHOWCASE JURY**

### **1.0 Purpose**

The Showcase Jury members should include 10-12 individuals that can bring a wealth of experience to represent their area of expertise.

### **2.0 Jury Members**

Members may include representation from the following areas:

- Rural Presenters (2)
- Artists (2)
- Technical Director
- Professional Presenter Rep
- Mid-Size Presenter
- Classical Expertise
- Festival Rep
- Rookie Board Member
- Industry Rep (e.g. CKUA, Edmonton Folk Fest)
- AFA Representative
- ATAA President

The Jury should be contacted early in the new year and given 10-14 days to determine if they can attend the Jury weekend.

## **Policy 5.0 BOARD & VOLUNTEER APPRECIATION**

### **1.0 Purpose**

Board members are vital to the Arts Touring Alliance of Alberta (ATAA) and are charged with a number of responsibilities, including establishing mission statements, setting guidelines for policies and procedures. These individuals should be acknowledged for their contributions especially at the end of their term.

This policy outlines recommendations for acknowledging and expressing appreciation to Board members of the ATAA.

### **2.0 Types of Recognition**

Members of the Board of Directors, for the period of time they serve on the ATAA Board, will have their expenses, including mileage, paid by the ATAA for each Board meeting they attend.

Showcase registration and accommodation expenses will be paid for members of the ATAA Board of Directors each year they attend Showcase while actively serving on the Board of Directors.

When a member of the Board of Directors retires from the Board, that individual will be introduced and acknowledged at an Annual Meeting and will be presented with a Certificate of Appreciation.

### **3.0 Thanks**

Board members may request a letter of thanks be drafted and signed by the President and Executive Director to be given to committee members, program supporters, or project participants, for contributions made to a specific event or activity,

### **4.0 Changes to the Policy**

Revisions to this policy are the responsibility of the Executive Committee and must be approved by the Board of Directors.





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## Policy 6.0 STAFF APPRECIATION

### 1.0 Background

The Arts Touring Alliance of Alberta believes its employees should be acknowledged for their outstanding contributions to the organization, providing ideas and proposals that the Board accepts and implements (i.e. cost savings), reaching length of service milestones or celebrating significant personal achievements or goals.

The Arts Touring Alliance of Alberta Employee Recognition Program is a Board Policy that acknowledges these successes with symbolic, rather than tangible gifts of appreciation which are suited to the individual(s) and relative to their achievement.

### 2.0 Guiding Principles

1. All staff are encouraged to acknowledge a colleague at any level in the organization.
2. Acknowledgement can be for an individual, team, or cross -functional group.
3. Emphasis is on the acknowledgement of milestones, suggestions for business improvements, entrepreneurial initiatives with a strong impact to the organization, and exceeding job expectations.
4. Acknowledgements should occur as soon as possible after the achievement.
5. Recipients of awards will not have received any remuneration, compensation or time off in lieu for the act being awarded.
6. Nominators must select and present the appropriate award to the recipient in person.

### 3.0 Long Service Program

Long service awards are based solely on an employees' length of service with the organization, regardless of status, providing there is no break in service greater than 3 months. This includes all part-time, casual and on-call employees.

A plaque shall be presented to an employee after five years of service. An engraved bronze platelet will be added to the plaque for every five-year increment. The presentation shall be made at an Annual Meeting.

### 4.0 Program Review

The entire Employee Recognition Program is to be reviewed every three years.

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## Policy 7.0 BANKING

### Banking

1. The bank account of the Society will be with a chartered bank, credit union or trust company, and will be conducted in accordance with the rules governing societies.
2. The signing authorities for the bank account shall be any two of the Treasurer, Chairperson, Vice-Chairperson, Secretary and any other signatory(s) duly designated by the Board of Directors.
3. Any money from sources other than fees such as gifts, bequests, grants, etc. will be credited to general revenue unless designated by the benefactor. Mention of such receipts will be made in the Treasurer's report.

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## Policy 8.0 CREDIT CARD

### 1.0 Purpose

A credit card provides the Executive Director with the ability to effectively and efficiently make purchases in relation to the Board of Directors' approved ATAA budget.

### 2.0 Guidelines

1. The Board of Directors will approve the issuance of all credit cards.
2. Credit cards will be issued in the name of an employee or board officer.
  - a. Current policy authorizes one user, the ATAA Executive Director.
2. The card will have a credit limit of \$20,000.
4. The card may be used only for the purchase of goods or services for official business of the ATAA and shall not be used for personal expenses.
5. All purchases will be within current budget line item amounts.
6. The person issued the card is responsible for its protection and custody and shall immediately notify the credit card company and Board Chair if it is lost or stolen.
7. The person issued the card must immediately surrender the card to the current Board President or Vice President when affiliation with the ATAA has ended.
8. The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action.
10. Payment of the Credit Card balance shall be made in a timely fashion in order to avoid any interest penalties.

### 3.0 Reporting Requirements

Credit card statements, along with itemized receipts for all items to be paid by the ATAA, will be reconciled on a monthly basis by the Executive Director. Receipts must show the date, purpose, and name(s) for which the expense was incurred.

Monthly credit card statements will be reviewed at least quarterly by the Board President or Treasurer for accuracy.

**The Treasurer will annually review the integrity of the credit card statements.**

## Policy 9.0 CASH RESERVE

### 1.0 PURPOSE

1. The Cash Reserve Fund shall be maintained at a minimum of 10% and a maximum of 40% of the organization's operating budget. This amount allows the Arts Touring Alliance of Alberta to bridge any and all cash flow issues, guarantees the core business – Alberta Showcase and may be utilized to finance operating deficits.
2. Reserve cash exceeding the 40% of the operating budget shall be utilized, with Board approval, for new initiatives and directions.
3. All Cash Reserve Funds shall be listed on the financial statements.
4. The Cash Reserve Fund shall be a restricted account that can only be accessed by a motion of the Board of Directors.
5. Any and all funds taken from the Cash Reserve Fund must be repaid within three fiscal years of the end of the fiscal year in which the funds were used.
6. The Cash Reserve amount may not be reduced below the 40% of the operating budget without prior approval of the Alberta Foundation for the Arts.



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## Policy 10.0 MEDIA RELATIONS

### 1.0 PURPOSE

To ensure the accuracy of the Arts Touring Alliance of Alberta (ATAA) profile, media requests are handled by designated individuals in an appropriate and timely manner so that the ATAA maintains a positive profile with the media, ATAA members and the public.

### 2.0 GUIDELINES

1. All media enquiries and communication with media will be treated as a priority and will be responded to within 24 hours.
2. Official spokespersons for the Arts Touring Alliance of Alberta will be the President, Vice President or another designated spokesperson.
3. Any statements (or releases) made on behalf of the Arts Touring Alliance of Alberta must be vetted through the President. When media coverage is anticipated, the Executive Director will work with the President or Vice-President in ensuring the appropriate messages are released.
4. All media calls are forwarded to the President who handles media requests and provides information on the Arts Touring Alliance of Alberta and its programs. Background and relevant information is to be identified and provided prior to an interview.
5. Either the President or Vice-President are to be informed of any contact/request from the media (print, broadcast, television). Next steps are agreed upon and a spokesperson is identified if needed. Talking points and a backgrounder may be developed if necessary.