

# HPYO: Community Advisory Council

## Terms of Reference

### 1. Background

The Hamilton Philharmonic Youth Orchestra (HPYO) is a community based youth orchestra with a more than 50 year history dedicated to the education, empowerment and enrichment of the Greater Hamilton area youth through music. The organization currently has 2 orchestras, a senior orchestra and a junior orchestra, where musicians under the age of 24 come together to put on a minimum of three concerts through the year. The organization is governed by a Board of Directors that currently employs a Musical Director, Executive Director, and other contract employees to carry out its strategic mission.

### 2. Purpose

The HPYO Community Advisory Council is designed to advise the HPYO Board on broad community issues and HPYO's place in the community. The council should act as a strategic engagement mechanism designed to:

- advise on areas where HPYO could be taking a leadership role in the community.
- provide a sounding board to identify and discuss issues influencing the education and cultural sectors.
- expand HPYO's range of connections and interfaces.
- extend HPYO's local, regional, provincial and national profile.
- assist in building a broader range of active friends and allies, and to be champions of HPYO.
- expand HPYO's resources.
- provide thoughtful feedback on successes and challenges for the organization.

The Board of Directors of the HPYO is the key governance and decision-making body for the organization. The Advisory Council will provide a link to the views of the community in order to ensure that the HPYO's policies and programs are aligned with the needs of the community.

### 3. Advisory Council Responsibilities

The Advisory Council provides high-level consultative support to the HPYO Board of Directors. Each Council member will serve as an independent community volunteer and will not represent the concerns or issues of their constituencies. Rather, council members shall work together as a team for the purpose of advancing the goals, outreach and values that will benefit the HPYO and its surrounding community.

Advisory Council members's responsibilities include:

- Participate in bi-annual advisory council meetings, or as requested.
- Assist in advancing the goals and mission of the HPYO, as appropriate, through professional work and outreach to contact networks.
- Participation in HPYO events, where possible.
- To be advocates for the organization, and the children and youth of our community that the HPYO serves.

#### 4. Membership and Terms

The Advisory Council will be composed of knowledgeable and informed individuals who exhibit one or more of these traits:

- Are well versed in the education and/or arts sector within the Greater Hamilton Community.
- Reflect the broad pan-Canadian diversity (geography, sub-sector, age, organization size, cultural backgrounds, etc.) of the arts and education.
- Holds a respected standing in the Greater Hamilton Community.

The following are terms for Advisory Council membership:

- Members of the Advisory Council serve in their individual capacity for a fixed term of two years, with a possibility of re-appointment.
- Positions on the Advisory Council will not be allocated or reserved to any organization, network, region or sub-sector umbrella group, although the individuals on the Council will very likely play a role with one or more such organizations.
- All Advisory Council Members shall declare any situation that is, or has the potential to be, a conflict of interest.
- The role of the Advisory Council is consultative and not directive or decision-making in nature. The Advisory Council does not vote on key governance or decision-making issues for the organization.

#### 5. Selection and Appointment

Advisory Council members will be appointed based on their breadth of experience and capability to add to the dialogue at meetings of the council.

Advisory Council selection and appointments:

- Advisory Council Members are selected by the Board of Directors based on criteria identified in #4 above, the process for which is reviewed regularly by the HPYO Board.
- Advisory Council Members will be appointed by the HPYO Board of Directors for a two year term, with an option for renewal.
- In order to maintain a high level of engagement, members may be asked to resign if they have been absent from 3 consecutive meetings without cause.



- Advisory Council Members may be asked to leave by the HPYO Board of Directors if they fail to fulfill the responsibilities outlined within these terms of reference.
- The size of the Council will be as small as possible in order to ensure effectiveness, but large enough to allow for as full a representation of the broad arts and education sector. The upside limit will be a Council of 12 members.

## 6. Meetings

- The Advisory Council meets twice a year with the HPYO Board: once in the Spring and once in the Fall.
- The HPYO Chair will approach the Advisory Council and the HPYO Board prior to their joint meetings to seek agenda items. The HPYO Chair will accordingly schedule and create agendas for the meetings.