

Committee	Fall Workshop Committee
Number of Members	8
List of Members	<ul style="list-style-type: none"> • A Director, nominated by the Nominating Committee and appointed by the Board, and designated by the Board as Committee Chair • The Fall Workshop Coordinator • Five (5) additional members, nominated by the Nominating Committee and appointed by the Board of Directors • The Guild President (ex-officio) <p>Membership Geographic Representation. Of the Fall Workshop Coordinator and the five (5) additional members, two (2) shall be from the Ottawa area, two (2) from the Greater Toronto Area and two (2) from the London area</p> <p>Membership Positions. The Board shall assign the following positions amongst the Fall Workshop Coordinator and the five (5) additional members:</p> <ul style="list-style-type: none"> • Three (3) site leads, one (1) for each of the Ottawa, Greater Toronto and London sites • Bookkeeper • Registrar • Workshop Session Coordinator
Committee Chair	As above
Mandate	<p>The Committee will plan and implement the 2017 and 2018 annual Fall Workshops, in accordance with the Event Specifications of these terms of reference, and in accordance with all Guild Policies and relevant Board resolutions.</p> <p>Event Specifications.</p> <ol style="list-style-type: none"> 1. The Fall Workshop will follow a single-program/multi-site model, whereby the Committee will plan a single program and hold that same program (with modifications as necessary, particularly in the selection of workshop session content and clinicians) in three different sites. 2. The Committee will arrange for one site in the Ottawa area, one site in the Greater Toronto Area and one site in the London area. 3. The sites will be scheduled for the three consecutive Saturdays immediately after Thanksgiving, one per Saturday, with a suggested order of Greater Toronto, Ottawa and London. 4. Timetable. <ol style="list-style-type: none"> a. The Fall Workshop program will be designed to fit into the time window of a single Saturday, between 9 a.m. and 4 p.m. b. There will be two 60 minute workshop sessions in the morning and two 60 minute workshop sessions in the

	<p>afternoon, with a 15 minute break between the two paired sessions and a lunch break between the morning and afternoon pairs.</p> <ul style="list-style-type: none"> c. Each workshop session will have a minimum of four class options. <p>5. Workshop session class content.</p> <ul style="list-style-type: none"> a. Workshop session class topics will be focused on issues relevant to ringers, and include general options as well as options specifically focused on all parts of the full range of ringer skill levels b. Each workshop session will include at least one class with a topic focused on directors. c. In even-year Fall Workshops, some workshop classes will address the massed and divisional music for the next year's Festival <p>6. The Committee will determine, plan and arrange for appropriate food coverage of lunch and pre-, mid- and post-event snacks.</p> <p>7. When setting Fall Workshop registration and fees, the Committee will follow all Guild policies regarding Member and non-Member participation and rates.</p> <p>8. The Committee will work with the Guild Webmaster to implement on-line registration for the Fall Workshop.</p> <p>9. The Committee will budget to generate, each year, a surplus of at least 20% of total expenses for that year's Fall Workshop, exclusive of non-Member registration surcharges.</p> <p>10. The Committee will present an event plan and budget to the Board by September 15 in the calendar year preceding each year's Fall Workshop, for approval.</p> <p>11. The Committee will advertise event dates, times and registration fees through all Guild communications channels by at least March 1 preceding each year's Fall Workshop, and will advertise specific workshop class content by at least May 1 preceding each year's Fall Workshop.</p> <p>12. The Committee will enlist members of the local choir(s) at each site, to assist with executing the program at their local site, and also with an eye towards developing and recruiting volunteers for various Guild roles.</p> <p>13. The Committee will develop and refine a Fall Workshop manual/handbook for the use of future Fall Workshop planners.</p> <p>14. Financial Management/Record-keeping.</p> <ul style="list-style-type: none"> a. The Committee will only use bank accounts as authorized by the Board and set up by the Guild Treasurer, and will deposit all event revenues into those accounts
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	<ul style="list-style-type: none"> b. The Committee will keep accurate and complete records of all financial transactions, on Guild-approved forms, including: <ul style="list-style-type: none"> i. Records of all monies received from Fall Workshop registrants, including individual registrant breakdowns ii. Reimbursement requests, including complete supporting documentation, for all expenses, in accordance with the Expense Reimbursement Policy c. The Committee will issue receipts to Fall Workshop registrants for payments received. Receipt issues will be determined based on registration forms submitted, not on the specific payer listed on any cheque(s) or electronic payment(s) received from the registrants. The Committee will issue all receipts by December 31 immediately following the Fall Workshop. d. All receipts and other financial records will be filed with the Board upon completion of each annual Fall Workshop, for auditing purposes. <p>Duties.</p> <ul style="list-style-type: none"> 1. Present, through the Chair, a Committee general and financial report at each Board Meeting, and at the Annual Meeting of Members. 2. Submit expenditure requests pertaining to the Fall Workshop, to be included in the Annual Budget. 3. Monitor the expenditure of funds authorized by the Annual Budget pertaining to the Fall Workshop. 4. Advise the Board on Fall Workshop issues. 5. Recommend new initiatives and developments in the area of the Fall Workshop. 6. Assist in implementing Board resolutions that fall within the jurisdiction of the Committee. 7. Keep minutes of each meeting of the Committee. 8. Distribute copies of all Committee minutes in accordance with the provisions of the Minutes Preparation Policy.
Term	The Committee and its members shall serve until December 31, 2018.
Minutes	<ul style="list-style-type: none"> a. The Committee will keep minutes of all of its meetings. b. The Committee Chair will email copies of all Committee minutes to all Board members with fourteen (14) days of each Committee meeting.
Meeting Frequency	The Committee will meet as often as necessary to perform its mandate, but no less than three times per year, including meeting at least one month before each Regular Board meeting.

Remuneration	Committee members will serve without remuneration, provided that they may be paid reasonable expenses incurred in the performance of their duties as a Committee member.
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