

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Facilities, Grounds, and Equipment

7305: Mount Elizabeth Theatre Advisory Committee

Policy

The Board of School Trustees will actively support and encourage the activities of the Mount Elizabeth Theatre Advisory Committee.

Regulations

1. The Committee shall have the following duties:
 - a) to recommend to the School Board, policies and regulations for the school and community use of the facility;
 - b) to recommend to the School Board the fee structure for public use of the theatre which shall reflect the costs of the public use of this facility;
 - c) to recommend through the Theatre Coordinator to the Board, on or before December 31 each year, recommendations for a budget for the following school year;
 - d) to act on behalf of the Board of School Trustees as a 1) liaison group with the community users of the facility, 2) to recommend policy covering non-community group use of the facility.
2. Use of the Theatre shall be given the following priorities:
 - a) Between 8:00 a.m. and 6:00 p.m. on school days, priority will be given to the use of the facility for educational purposes by the School District;
 - b) On weekends, holidays and after 6:00 p.m. on school days, priority will be given to community uses of the Theatre; provided that the Committee shall give due consideration to the needs for community programs during the day and educational programs in the evening and shall provide for the scheduling of such programs whenever possible.

3. The Committee shall recommend to the School Board, standards of supervision for public performances.
4. Booking of the Theatre shall only be made through the Theatre office according to terms outlined by the Committee.
5. The Committee shall be responsible for establishing its own procedures but shall generally conduct its business in open public meetings.
6. The Committee is comprised of the following voting members:
 - a) one Council appointee
 - b) one School Board appointee
 - c) five members appointed by the Board.

The Council and Trustee members shall serve at the pleasure of their body. The members-at-large shall serve staggered two (2) year terms. No member-at-large shall serve more than two consecutive terms. The Superintendent or his/her designate is the Board Resource person.

7. Appointments and Terms of Service on the M.E.T.A.C.
 - a) The Mount Elizabeth Theatre Advisory Committee (M.E.T.A.C.) shall review the terms of members appointments in September of each year;
 - b) The M.E.T.A.C. shall submit names for consideration to the Board of School Trustees in November of each year;
 - c) The Board of School Trustees shall advertise for applicants to expiring positions in November of each year;
 - d) The Board of School Trustees shall approve and appoint new members at the December meeting each year;
 - e) The Board of School Trustees shall approve appointment to continuing 2nd term members at the December meeting.
8. The Chairperson and Vice-Chairperson shall be elected from among the members at the first meeting in the new year for a one year term.
9. The Committee shall schedule at least 6 public meetings a year. Community users of the facility and general public are to be advised of the time and place of such meetings. Members who have missed three (3) consecutive meetings without justification shall be deemed to have vacated their position.

10. The Committee is mandated to consider the amount of time worked by Theatre staff having due regard for the mental and physical well being of the staff.
11. The Committee shall ensure that the Theatre staff will not donate their time to any group without the express permission of the Committee.
12. The Theatre Coordinator is:
 - a) the Theatre Advisory Committee's staff resource contact;
 - b) responsible for the coordination of all Theatre bookings;
 - c) responsible for the maintenance and upkeep of the facility and shall be responsible for the administration of the Theatre budget.

The Theatre Coordinator, in the above capacity, shall provide the following to the Theatre Advisory Committee:

- d) act as recording secretary of the Committee;
 - e) call meetings as requested by the Committee chairperson;
 - f) provide Committee members with minutes of previous meetings and agenda for next meeting at least three days prior to the meeting;
 - g) contact user groups and media of such meetings;
 - h) provide Committee with a list of bookings monthly;
 - i) provide Committee with any other information which may be required for the Committee to use in its decision making process.
13. The Theatre Coordinator will maintain contact with performing groups and obtain relevant information regarding Kitimat appearances.
 14. To permit Theatre staff to become involved with local fine arts groups if they so desire, and to ensure that there can be no conflict of interest, the Theatre Advisory Committee shall approve the bookings for any group which includes Theatre staff in their membership.