



TERMS OF REFERENCE 2010

CANTERBURY HIGH SCHOOL (CHS) DANCE PARENTS COMMITTEE (DPC)

OTTAWA CARLETON DISTRICT SCHOOL BOARD (OCDSB)

1. MANDATE

- 1.1 Act as a parent committee to assist the CHS Dance Faculty and students in meeting their objectives relating to the CHS Dance Program
- 1.2 Support and encourage education in Dance and the Arts for students in CHS as well as in the OCDSB.
- 1.3 Provide liaison between the Dance Program at CHS and local community institutions and organizations.

2. OBJECTIVES

- 2.1 Support the dance program and education in CHS through
 - fundraising
 - event co-ordination
 - program promotion (public awareness)
 - costume, library and archives inventory and maintenance
- 2.2 Enhance opportunities for students in the dance program at CHS through
 - school visits
 - tours
 - student workshops and seminars
 - performances with professional artists and local dance organizations
- 2.3 Raise public awareness in the local community of the importance of CHS Dance Program in terms of academic and social development, and career potential
- 2.4 Promote dance in teacher education and professional development
- 2.5 Encourage the use of dance in the delivery of the general curriculum
- 2.6 Promote communication and partnerships between the CHS Dance Program and other Arts Programs, Arts teachers and school councils
- 2.7 Recognize excellence

3. MEMBERSHIP

- 3.1 Membership and attendance at committee meetings are voluntary.
- 3.2 Membership is open to
 - Elected positions of DPC
 - All CHS parents/guardians with students in the Dance Program
 - Dance Students Council Reps, one from each grade level
- 3.2 Other welcome attendees and advisors include (but may not be limited to):
 - CHS Dance Faculty



- Arts Co-ordinator
- Dance Program Alumni
- Other CHS staff and administrators
- Arts community members
- School Trustees

ELECTED POSITIONS

- a) **CHAIRPERSON**
 - Convene and chair meetings
 - Finalize agenda
 - Prepare annual review report for Committee review and approval
- b) **VICE-CHAIR**
 - Take stewardship of DPC meetings in the absence of the Chairperson
- c) **TREASURER**
 - Prepare annual financial report for inclusion in Chairperson's annual report
 - Record all fundraising monies
 - Manage records of Committee's fundraising and financial accounts (basic bookkeeping), including preparing monies from fundraising events for bank deposits
 - Responsible for organizing floats for Dance Nights and collecting, recording and reporting all monies acquired from Dance Night activities
- d) **SECRETARY**
 - Coordinate the agenda for chairperson's review and forward to all committee members, Dance Faculty and Arts Co-ordinator
 - Record minutes of meetings and forward to all committee members and Dance Faculty for review before next Committee meeting
 - Edit minutes of reviewed minutes, forward copy to Arts Co-ordinator, Publicity Co-ordinator for posting to Dance website, and Archive
- e) **PUBLICITY CO-ORDINATOR**
 - Forward new information and updates to Webmaster for Dance website, including DPC Meeting Agendas & Minutes, Newsletters, Special Events Info
 - Prepare a monthly newsletter or News Bulletin for dissemination to all CHS dance parents/guardians and post to website
 - Liaise with the Dance Faculty to discuss planned dance events and extra-curricular events/activities for the year for online calendar for Dance Website
- f) **VOLUNTEER CO-ORDINATOR**
 - Co-ordinate volunteers for Dance Nights, and other special events
- g) **COSTUME CO-ORDINATOR**
 - Oversee inventory, organization and storage of dance costumes
 - Assist with alterations of existing costumes
 - Assist in acquisition of new costumes
- h) **LIBRARY CO-ORDINATOR**
 - Oversee inventory and organization of dance books and audio-visual material

4. PROCEDURES



- Chair, Vice-Chair (to act in the Chairperson's absence), Treasurer, Secretary and other positions shall be elected each school year September through June
- Meetings will be conducted in a democratic manner and issues will be dealt with through discussion and preferably by consensus.
- Meetings will be conducted in space provided by CHS on or about the third Tuesday of each month during the school year, September through June, unless circumstances warrant change or additional meetings. A meeting agenda is to be distributed by the Secretary to Dance Faculty and DPC members and posted to the Dance website at least two working days prior to a meeting.
- Working sub-committees shall be named at the beginning of each school year or on an as-needed basis with defined tasks and sunset clause when work is to be completed. All subcommittees shall report to the DPC through a nominated Chair.
- New members to fill a vacant executive position shall be nominated by a member with second, and acceptance by majority vote with the applicant present.
- Members shall declare "conflict of interest" in any issue under discussion or declare personal interest in any commercial involvement with the OCDSB.
- The Dance Parents Committee is constituted at the pleasure of the CHS Dance Faculty and may be renewed or discontinued following the annual review of the DPC Annual Report.

REPORTING

- Minutes of Committee meetings are distributed by the Secretary and posted to the Dance website.
- The Chair shall prepare an Annual Report for review by the Committee and presented to Dance Faculty, Arts Co-ordinator, CHS Administration and posted on the Website in June.
- The Treasurer will prepare a financial report in June for inclusion in the Annual Report.