



COMMITTEE MEMBER SELECTION CRITERIA

Folklorama is grateful to its many member volunteers and appreciates your interest in supporting the organization as a Committee Member. Please note that there can be a significant time commitment required by those serving on Folklorama Committees, however it is a very rewarding and satisfying experience.

To apply to be a Committee Member, interested individuals are required to submit a completed application. In addition, the following criteria may be used by the Folklorama Board of Directors in selecting the Committee Members. The candidates applying shall possess the following:

1. Embrace the mission and vision of the Folklorama.
2. Must demonstrate a good understanding of multiculturalism including how this pertains to the cultural arts and community development.
3. Organizational development skills in leadership, strategic planning, policy making, finance, volunteer management, etc.
4. A working knowledge of membership-based not-for-profits, public, government, and business relations.
5. Integrity, trustworthy, open to change, strong work ethic, strong interpersonal skills, big picture thinker, and a team player.
6. Ability to commit the required time as a committee member which includes committee meetings, Folklorama special events, and various meetings and workshops.
7. Be forward looking and future oriented while still respecting the past.
8. Be 18 years of age or older at the time of the application.



COMMITTEES AND THEIR MANDATES

Folklorama is proud of its many dedicated volunteers who contribute to the ongoing success of the organization and its programs on behalf of its membership. An important aspect of the volunteer program is participation on the various Folklorama Board committees. The following is further information as to the mandates and the approximate time commitment for each committee.

Please note that the time commitments stated are estimates only and may increase or decrease depending on the needs of the organization in any given year.

In addition to any estimated time commitment stated below, Folklorama committee members are also encouraged to attend the Folklorama Annual General Meeting in March.

Governance Committee

The Governance Committee is responsible for ongoing Board development, ensuring that the subsequent year's incoming new Board members receive a thorough Board orientation and that an annual Board evaluation is conducted. The Governance Committee reviews and updates Folklorama Governance Policies and By-Laws as required and reviews and updates the Directors and Officers Insurance Policy for purposes of renewal or should the need arise outside of the renewal process.

Chair: Folklorama President

Composition: Chair, Governance Committee; up to a maximum of four (4) additional Board members; one (1) member-at-large.

Approximate Time Commitment: 3 – 4 meetings per year; 7 – 10 hours

Steering Committee

The Steering Committee reviews and recommends policies affecting the Folklorama Festival and Pavilion operations.

Chair: Folklorama President

Composition: Chair, Steering Committee; Chair, Licensing Committee; Chair, Finance and Audit Committee; one (1) additional Board member; three (3) Pavilion Coordinators from three (3) different licensed Pavilions as elected by the Pavilion Coordinators at the April Coordinators' meeting; one (1) member-at-large.

Approximate Time Commitment: 2 – 3 meetings per year; 4 – 8 hours

Finance and Audit Committee

The Finance and Audit Committee reviews and presents the annual budget, annual business plan, and annual financial statements. The Committee also recommends the scope of the annual audit and meets with the auditors to review the annual audited statements. They additionally review Folklorama investments on a quarterly basis, review and recommend capital and special project expenditures and lease renewals and review and update Folklorama financial policies.

Chair: Chair, Finance and Audit Committee

Composition: Chair; up to a maximum of two (2) additional Board members; up to a maximum of four (4) members-at-large

Ex-officio: Folklorama President

Approximate Time Commitment: 2 – 3 meetings per year; review of Folklorama monthly financial statements delivered via email; review of Folklorama quarterly investment reports; 17 – 20 hours

Licensing Committee

The Licensing Committee ensures that the Folklorama Pavilion Licensing Agreement is applied in the true spirit of Folklorama while recommending any changes to the licensing agreement and licensing policies, as required. The Licensing Committee reviews and makes recommendations for all licensing applications including any recommendations for cash surety postings, returns, or forfeitures. The Committee members, excluding the Committee Chair and the Board representatives, also conduct Pavilion inspections during the Folklorama Festival.

Chair: Chair, Licensing Committee (appointed as per Folklorama By-Law 7.01.)

Composition: Chair; one (1) additional Board member; up to a maximum of ten (10) members-at-large

Ex-officio: Folklorama President

Approximate Time Commitment: 9 – 10 meetings per year; 33 – 45 hours

NB: Given the work of this committee, applicants should ensure they are available to attend the June Pavilion Coordinators' Meeting (last Monday of June, 6:00 – 7:30 pm and must also be available during the annual Folklorama Festival, specifically **Sundays, August 6 & 13, 2023; Mondays, August 7 & 14, 2023; Thursdays, August 10 & 17, 2023; Fridays, August 11 & 18, 2023 & Saturdays, August 12 & 19, 2023** to be scheduled for inspections of 6 – 10 Folklorama Pavilions; may also include additional dates as required by operations during the Festival run.

Review Committee

The Review Committee will hear appeals on Pavilion licensing and membership matters, including fees and surcharges, as called upon by the Folklorama Board.

Chair: Chair, Review Committee

Composition: Chair; two (2) former Board members; two (2) Pavilion Coordinators as selected by the Chair following a Folklorama Festival with no infractions or major operational concerns.

Ex-officio: Folklorama President

Approximate Time Commitment: Minimum 1 meeting per year; 2 – 4 hours

Notes on Folklorama Committees:

The above is a listing of Folklorama Board committees that, while they have no authority on their own, do have a responsibility to make recommendations to the Board for final approval for matters in keeping with the mandate of the respective committees.

Where the Committee Chair is not the Folklorama President, all Chairs are appointed as per Folklorama By-Law #1, Section 7.01.

Except as otherwise provided, the number of Board members that can sit on any committee is limited to the Chair plus a maximum of two (2) additional Board members.

The number of non-Board members on all committees will be limited to a maximum of four (4), except if determined to the contrary in a specific motion.

The maximum term to serve on any committee is three (3) consecutive years. A member is not restricted to serving on another committee following their term, nor are they restricted in returning to the committee after a period of one (1) year following their third consecutive year.

For the purposes of establishing committee composition, reference in this document to a 'member-at-large' is defined as:

- i. A Folklorama Individual Member in good standing
- ii. An individual who is a member in good standing of a Folklorama Organizational Member in good standing and who is not currently a member of the Folklorama Board of Directors.

Folklorama also has a Nominating Committee, which is a Committee of the Membership:

Nominating Committee

The Nominating Committee shall recommend persons for vacant Board seats based on the needs of the organization.

Chair: Chair, Nominating Committee (Immediate Past President)

Composition: Chair, Nominating Committee; up to a maximum of two (2) past presidents of Folklorama (not counting the Chair of the Nominating Committee); up to a maximum of two (2) then currently serving Board members either not standing for re-election to the Board upon the expiry of their current term of office or if their current term of office continues following the Annual General Meeting, then not seeking appointment as an Officer; up to a maximum of four (4) persons from the Membership of the Council not standing for election to the Board of Directors appointed by the Chair of the Nominating Committee

Notes:

The Committee may have no fewer than five (5) members and no more than seven (7) members, including the Chair, Nominating Committee

No more than two (2) Committee members may be selected from the same ethnocultural community

Approximate Time Commitment: 3 – 4 meetings per year plus the annual Board Information Session and Board candidate interviews; 15 – 20 hours



Folklorama

2023 – 2024 COMMITTEE APPLICATION FORM

Please list your preferred pronouns: _____
(IE: she/her, he/him, they/them, etc)

Full Name: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Primary Phone: (_____) _____ Secondary Phone: (_____) _____

E-mail Address: _____

Please declare ethno-cultural community affiliation: _____

Please indicate the type of membership you currently hold with Folklorama:

Member in good standing of a Folklorama Member Association Individual Member

Name of Organization/group: _____

Are you 18 years or older at the time of Application? YES NO

Have you previously volunteered with Folklorama? YES NO

If yes, please provide further details:

Please indicate which Folklorama committee(s) you are interested in joining:

- Finance and Audit Committee
- Governance Committee
- Licensing Committee
- Nominating Committee
- Review Committee
(Note: Must be a former Board member to apply)
- Steering Committee

Applicants must include the following with this application form:

- Current résumé
- Verification in writing from an authorized representative that the applicant is a member in good standing of a Folklorama Association Member on whose behalf they are applying to serve on a committee.
(Note: Not required for Folklorama Individual Member committee applicants)

PLEASE RETURN COMPLETED APPLICATIONS TO FOLKLORAMA BY THURSDAY, MARCH 30, 2023

Accepted via email, fax, mail, or in-person.

If you have any questions or want to submit via email please contact:

Monica Lowe, Senior Executive Support (Term), MLowe@folklorama.ca / (204) 982- 6214

Folklorama: 2nd Floor, 183 Kennedy Street, Winnipeg, MB, R3C 1S6

Phone: 204-982-6210 **Fax:** 204-943-1956

*Folklorama is grateful for its many volunteers, and we appreciate your interest in serving on a Committee.
Please note that there can be a significant time commitment required.
Refer to supplemental documents for information on Committee Member Selection Criteria,
Committee Mandates, and estimated time commitments.*