



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 and a great way to learn more about the organization is through 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 as well as 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, Finance and Audit Committee; up to two (2) additional Board members; 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 & Audit Committee

The Finance & Audit Committee reviews and recommends the annual budget, annual business plan, and annual financial statements. The Finance & Audit 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 make recommendations to change financial policies as required.

Chair: Chair, Finance & 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

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 (**Monday, June 30, 2025, 6:00–7:30 pm**) and must also be available during the annual Folklorama Festival, specifically **Sundays, August 3 & 10, 2025; Mondays, August 4 & 11, 2025; Thursdays, August 7 & 14, 2025; Fridays, August 8 & 15, 2025 & Saturdays, August 9 & 16, 2025** 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 ethno-cultural community.

Approximate Time Commitment: 4 – 6 meetings per year including Board candidate interviews; 15 – 20 hours