

Terms of Reference for the RAIC Festival Renewal Committee

(September 2015)

1. **Name:** RAIC Festival Renewal Committee
2. **Purpose**
 - 2.1 The purpose of the Festival Renewal Committee is to develop a new vision for the annual RAIC Festival, with a greater focus on public engagement.
3. **Membership**
 - 3.1 Members of the Festival Renewal Committee shall be appointed by the Board of Directors. The Festival Renewal Committee shall be comprised of up to five members.
 - 3.2 The Chair of the Committee shall be elected by the members of the Committee. The Board of Directors shall ratify the selection of the chairperson.
 - 3.3 The terms of appointment shall be for three years. Effort shall be made to stagger all appointments to provide overlap and continuity.
4. **Duties**
 - 4.1 The Festival Renewal Committee shall prepare alternative visions for the Festival, for review and approval of the Board of Directors.
 - 4.2 The Festival Renewal Committee shall research similar events held by allied organizations.
 - 4.3 The Festival Renewal Committee shall explore possible partnerships with other events and organizations, particularly those with an existing audience.



5. Authority and Resources

- 5.1 Program resources (budget, staff time, etc.) are approved by the Board of Directors.
- 5.2 The administrative expenses of the Festival Renewal Committee shall be remunerated at cost.

6. Operation of the Festival Renewal Committee

- 6.1 Meetings shall be at the call of the Chair in consultation with the Manager, Honours and Awards.
- 6.2 The business of the Festival Renewal Committee shall generally be conducted by means of e-mail, facsimile communication and telephone conference call. Work shall be coordinated by the Manager, Honours and Awards.

7. Amendments of the Terms of Reference

- 7.1 Amendments to the Terms of Reference shall be made the Board of Directors.

