

# 2018 Election to the Board of Directors

## Nomination Information and Forms Package

For all candidates to the TCB Board of Directors except those seeking re-election

Updated September 11, 2018

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2. Form #2: Nomination and Acceptance
3. Form #3: Candidate Skills and Experience

### Nomination Steps

1. Carefully review the duties, responsibilities and obligations of a TCB Director.
2. Complete Form #1: Declaration of Candidacy for Election to the Board of Directors.
3. Complete Form #2: Official Nomination for Board of Directors/Acceptance of Nomination and have it signed by a member of the nominating committee
4. Complete Form #3: Skills and Experience
5. Prepare a short 200-word (max) statement which will be made available to the membership
6. You may optionally submit a resume or CV but you still must complete all forms
7. Send your completed Nomination Package by e-mail to: [info@torontoconcertband.com](mailto:info@torontoconcertband.com) or bring to rehearsal and submit it to a member of the nominating committee prior to the AGM
8. Candidates may be nominated from the floor prior to the election. However, they must first present a fully completed and signed nomination form and declaration of candidacy to the election supervisor.

## Part 1: Nomination Information

Being a member of the Board of Directors of the Toronto Concert Band (“TCB”) is an opportunity for representatives of the band membership and the community abroad to contribute their knowledge, energy and commitment to the well-being of the TCB.

Your involvement will give you broader and deeper experiences in the not for profit sector an appreciation for benefits the TCB has within the communities it represents. The TCB will benefit from your expertise, skills and knowledge. The TCB as a whole will also gain from the professional development and additional skills, experience and knowledge you will gain as a result of sitting on the board and immersing yourself in strategic direction and governance of the organization.

### About the TCB Board of Directors

The Board of Directors is elected by the membership of the TCB and has the statutory power and obligation as granted by the bylaws and constitution of the TCB. The Board sets and monitors the strategic direction of the band. The role of the Board is primarily one of stewardship and strategic visioning but also includes operational support.

- The Board consists of six to ten directors. 60% of whom must be members of the band
- Officers include a President, Vice-President, Treasurer and Secretary
- The Board works within an approved budget and is accountable to the Members.
- The Board is accountable to:
  - The current and future members of the Toronto Concert Band

- Provincial, federal and other legislation

### Eligibility

Any member in good standing may stand for election to the TCB Board if he/she has their nomination properly submitted. Any non-band Member may stand for election for the designated community seat as long as he/she has their nomination properly submitted.

### Term of Office

Directors are elected at the TCB Annual General Meeting. A TCB director serves for a term of one year. Vacancies, when they occur mid-term, may be filled by the TCB Board and the positions ratified at the next AGM. Directors may be re-elected annually but according to TCB bylaws may not sit in any one position for longer than 3 consecutive terms.

### Fiduciary Duty and Duty of Care

The TCB’s fundamental relationship is guided by a fiduciary principle that requires each director to act honestly and in good faith with a view to the best interests of the TCB. In exercising their powers and discharging their duties, every director must exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. These principles require a director to put the TCB interests first, avoid conflicts of interest and avoid exploiting business opportunities for self-interest purposes.

### Liability

The Bylaws of the Toronto Concert Band provide for the indemnification of the Directors & Officers of the organization. As a result, the TCB carries Directors & Officers Liability insurance with reasonable limits as determined by the Board.

## Compensation

Board members are not compensated and do not receive an honorarium or per diem for participating in board, committee or other meetings, conferences, workshops or assemblies or for representing the band.

## The Role of the Board of Directors

- To participate in the democratic structure of the TCB (including creating, discussing and voting on proposals and assisting in policy-forming).
- To hold the authority, as provided by the members, to exercise all of the board powers that can be legally exercised between general meetings of members.
- To hold the authority, as provided by the members, to hold meetings and exercise all of the members' powers that can be legally exercised between general meetings of members.

## Participation in Meetings

Directors Must be able to attend regular meetings of the TCB Board (teleconference or web conference is permitted if schedule conflicts occur). Within a one-year period, these normally consist of:

- One board meeting every month during the concert season (each is generally 2 hours long)
- Participation in standing committees or task forces, most of which meet infrequently

## Responsibilities

- Creating and supporting the vision and strategic direction for the Toronto Concert Band (TCB)
- Planning for the future needs of the TCB
- Overseeing the finances and property of the TCB

- Leading a democratic organization
- Managing the TCB's risk, including legal, financial and reputational
- Employing and evaluating the musical director(s) performance
- Overseeing the committees and task forces of the TCB
- Capitalizing or fund raising for the TCB
- Reporting to the Members on any actions taken on their behalf
- Representing the interests of the TCB and its members in relations with the community, government and special interest groups (arts council, band associations).
- Facilitating a two-way flow of information between the musical director(s), Board members and band membership
- Participation in TCB events, and activities

## Code of Conduct

- Directors have authority only as a Board
- Decisions are only made at duly constituted meetings
- Conflicts of interest are declared
- Open discussion and trust are key
- Confidentiality is maintained
- Leadership is by example
- Demonstrate respect for others
- Directors work for the good of the TCB
- Directors support the decisions of the Board
- Demonstrate tolerance; no discrimination must occur

For additional information about being a TCB director, please call the TCB hotline at: 647-479-2941

A copy of the Toronto Concert Band bylaws is available upon request.

## Form 1: Declaration of Candidacy for Election to the Board of Directors of the Toronto Concert Band

I hereby declare my candidacy to run in an election for the Board of Directors of the Toronto Concert Band.

I certify that:

- I am qualified to be a Director according to the bylaws of the Toronto Concert Band
- I have reviewed all of the duties, responsibilities and obligations of the Board of Directors
- I am familiar with the Board of Directors compensation policy
- I am a member in good standing with the Toronto Concert Band or I am a non-band member from the community at large

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Candidate Contact Information

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Form 2: Official Nomination for Toronto Concert Band Board of Directors

I, \_\_\_\_\_ being a voting member in good standing with the TCB hereby nominate  
\_\_\_\_\_ ; for the position of DIRECTOR on the Board.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Nominating Committee Member

Title: \_\_\_\_\_ Dated: \_\_\_\_\_

### Acceptance of Nomination for TCB 2017 Board

I, \_\_\_\_\_ do hereby accept the nomination for the position of director of the Toronto Concert Band for the term beginning September 12<sup>th</sup> 2017. I certify that I am qualified to be a director according to the bylaws of the Toronto Concert Band. I attest that I am familiar with the duties, responsibilities and obligations of the TCB's Board of Directors.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Email address: \_\_\_\_\_



## Form 3: Candidate Skills and Experience

Current employment status: \_\_\_\_\_

Job Title: \_\_\_\_\_

Please list any skills or competencies you think you bring to the table as a director on the Board of Directors:

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Do you have any previous Board of Directors experience? If so Please explain below:

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