

TERMS OF REFERENCE

MUSIC COMMITTEE

Purpose

The Music Committee oversees all the music and the arts programs to ensure the highest quality of music and the arts presentations for worship services and other music and the arts presentations at Metropolitan United Church.

Priorities

Continually monitor each program to be assured that the various music and arts programs are carried out in accordance with their mandate from Metropolitan United Church.

Activities

1. Review recent music and the arts activities/programs.
2. Review the information in the Director of Music and the Arts' monthly report.
3. Review the monthly operating expenses and investigate any untoward expenses for all the music and all the arts programs.
4. Prepare and approve an annual budget to be forwarded to the Finance Committee on the approved budget form.
5. In the event that there is a need for unbudgeted funds, a request using the proper form is to be completed and forwarded to the Finance Committee.
6. With the assistance of the Director of Music and the Arts, plan and approve a yearly MUSIC@MET and Music Programs. Contracts with the performing artists are signed by the Chair of the Music Committee.
7. Committee members take contributions or offerings at the MUSIC@MET programs and assist the Director of Music and the Arts as needed when these presentations are taking place.
8. At the first meeting of the new term each year, committee members review this Terms of Reference and the Risk Management policy. If changes are made to the Terms of Reference, it is sent to the Board of Elders for approval.
9. For the congregation, the committee reports annually as part of Metropolitan's package of committee reports to the annual congregational meeting.

Frequency of Meetings

Meetings are held once a month from September to May each year.

Should it be necessary, meetings will be called by the Music Committee Chair.

Membership

The membership is made up of a volunteer chair and six (6) volunteer members from the congregation. These members have an interest in and are knowledgeable pertaining to music and the arts. A representative of the Board of Elders, the Director of Music and the Arts and the Senior Minister serve as automatic members.

Term of Membership

Membership on the committee is three (3) years in length. Members are expected to attend all meetings. If a member is unable to attend any meeting, the Chair shall be notified of the fact by the morning of the scheduled meeting.

Quorum

Fifty percent (50%) of membership constitutes a quorum with the Chair voting in the event of a tie.

Minutes

Minutes of all meetings are taken and distributed prior to the subsequent meeting.

Resources

Metropolitan United Church supplies accommodation for the Music Committee meetings and programs. Relevant information concerning the Music Committee may be obtained from an appropriate member of the Administrative staff.

Related Metropolitan Policies

Risk Management Policy

MUSIC COMMITTEE	
Approval Meeting of Board of Elders:	June 2013
Approval by the Music Committee:	June 2013
Previous Version Date:	June 2013
Committee Responsible:	Music Committee