

Central Toronto Branch ORMTA

BRANCH POLICIES AND PROCEDURES - January 2018

Management

\$300 is the maximum amount for any one expenditure that may be authorized by the Branch Executive Committee without being approved at the meeting of the Branch and shall provide that any expenditure in excess of that maximum shall be approved at a branch meeting before and not after the expenditure is made.

\$150 is the **minimum** amount eligible for an e-transfer from the CTB BMO bank account. This is due to a \$1.50 charge and makes the fee less than 1%.

Our members will reserve self-promotion to our Facebook page. No executive officer will send out mass e-mails except the President through our Mail Chimp account.

No personal links or advertising will be sent or added to our Central Toronto Branch online listings, posts or social media accounts. Failure to remove links will be cause for removal from the executive committee.

The auditing fee for workshops and masterclasses for our members and for members of other branches will be \$20. This does not include general meetings which are free. For the public to audit our workshops and events, there is a fee of \$30 (\$20 for students). Participants in a masterclass can bring one parent/caregiver for free.

Officers of the branch

Attend to all items delegated by the Branch Membership and any urgent items which occur between meetings, reporting every action taken to the Members. The Executive Committee does not have the power to perform any function or act that these By-laws require to be performed or done by Provincial Council or that has not been delegated to them by resolution of the Branch Members.

The Officers of the Branch shall consist of the Branch President, Vice-President, Secretary, Treasurer.

The term of an officer or other member of the Executive Committee shall be at least two but no more than four CONSECUTIVE years IN ANY POSITION.

Election of Officers

The executive officers must be elected by members of the Branch.

Nominations for office are open until the Branch's Annual Meeting and may be made from the floor of the Annual Meeting or by e-mail or other notification before the meeting.

Where a nomination is made by e-mail before the meeting the person nominated shall verify his/her willingness to stand for election before his/her name is placed on the slate.

Where a person is nominated at the Annual Meeting, the person must be present and must indicate his/her willingness to stand for election before his/her name is placed on the slate.

Meetings of the Central Toronto Branch

The Central Toronto Branch meets at least three times in a year (Fall, Winter and May AGM). Executive meetings will be called as needed.

The President shall call the Annual General Meeting not later than the thirtieth day of June in each year and the election for those offices on the Executive Committee that are to become vacant shall be held by ballot from the slate.

The meetings of the local Branch shall deal with the following items:

1. Meeting called to order by the President
2. Approval of minutes, correction of errors and omissions and execution by the Secretary and the President
3. Business arising from the minutes
4. Treasurer's report, statement of current financial position and approval for expenditures to be made by the Executive Committee in excess of the permitted maximum;
5. Future events
6. AOB – Any other business
7. Adjournment

Duties of Branch Officers

The **President** of Central Toronto Branch shall:

- Call executive and general meetings, set agendas and presides as Chair
- Refrain from voting except to cast a deciding vote in the event of a tie vote
- Relinquish the chair to the Vice-President, or in his/her absence to another member of the Executive Committee, when the President exercises his/her right as a member to speak to any matter under discussion at a Branch meeting;

- Assist in the discussion of activities of the Branch, and, subject to any resolution respecting the planning of Branch activities passed at any meeting, direct the planning of Branch activities.
- Be an officer of the CTB bank account along with the Treasurer and Secretary
- Ensure that ORMETA Provincial Bylaws and Branch Policies and Procedures are available to all Branch members through inclusion in the website www.ormtactb.com and ensures compliance with ORMETA Bylaws and Policies and Procedures.
- Submit a quarterly review of branch activities to Notes magazine
- Sign contracts and documents, such as hall rentals, as needed.
- Receive the majority of branch e-mails and questions, and directs these appropriately
- Approve all website changes and posts before publicized
- Prepare a "President's Message" for the Newsletters, etc., as needed.
- Add new members' information to Branch White list, Map and E-mail list
- Send welcome e-mail to new members
- Send e-mail notifications of all events to all members and publishes events to Facebook and in other appropriate places (WholeNote, etc.)

The **Vice-President** of the local Branch shall perform the duties of the President in the absence of the President or at his/her request.

The **Secretary** of the local Branch shall:

- take and read and file the minutes of all meetings
- have signatory power for cheques if needed

The **Treasurer** of the local Branch shall:

- Pay, from the funds of the Branch to cover the registration/lunch fee of at least one delegate from the Branch for attending the Annual Meeting of the Association as well as the recipient of the OCTA award
- Pay reimbursement to officers who took on an expense of the branch personally and presents a receipt
- Maintain and reconciles financial books
- Distribute a financial report at every meeting including status of all funds
- Collect and deposits entrance fees and donations from recitals, workshops, fundraisers, etc. and issues receipts as needed.
- Manage all banking issues including deposits, cheque ordering and signing authorities.
- Make payment and issues cheques as directed by the executive.

Portfolios

A member may volunteer to chair a portfolio without a vote from the membership. Each position requires full organization and hosting of the event with help from the Executive Committee as needed.

Convenors of each event must keep careful records to pass on to their successor.

Webmaster

Composition Master Class/Canada Music Week

Auditions & Recital Convenor

Auditions & Recitals Assistant

Halloween Recital Convenor

Young Artist Tour Recital

Masterclass Convenor

Programs & Certificates

Fundraising

Newsletter

Adult Student Recital