

# ***Ottawa New Horizons Band***

## ***Charter and Oversight Provisions***

### **Mission**

The Ottawa New Horizons Band Program encourages a passion for music and supports our members who are courageous enough to try something new and share the joy of music with our community.

### **Background**

The New Horizons program was conceived by Dr. Roy Ernst at the Eastman School of Music in Rochester, New York, to provide entry points to music making for adults with no musical experience or with skills from their youth. The first New Horizons Band was formed in Rochester New York in 1991 and today, there are more than 100 similar programs in the United States, Canada, Australia and Ireland.

The Ottawa New Horizons Band was formed in January 2008. The program was initiated by Cathy Wilcox, an elementary school music teacher, and an active member of Dominion-Chalmers United Church (DCUC). Cathy was inspired to propose to the DCUC Council that she spearhead an outreach program offering a weekly band/orchestra for adults. She envisioned eventually providing opportunities for the band members to perform from time to time at church social functions and services and also at seniors' residences and other community locations. The program has expanded to include adult concert bands and jazz bands, learning and performing in an atmosphere of respect and fun.

### **Dominion Chalmers United Church**

The Ottawa New Horizons Band is a self-regulating ministry, with church representatives on the Steering Committee reporting on the progress of the program to the Dominion Chalmers United Church Council.

The Dominion Chalmers United Church provides for allocation of space requirements, administrative support and is responsible for the financial accountability of the program for tax reporting compliance.

### **Oversight provisions:**

#### **Steering Committee**

The committee will serve as the decision-making body that provides for the overall direction and accountability of the Ottawa New Horizons Band Program.

The Steering Committee approves expenditures in direct support of the program and is responsible to prepare financial plans and make regular reports to the Dominion Chalmers United Church Council.

## **Committee Membership**

The Committee will be composed of the band leaders, a representative from each New Horizons band, a designated Secretary-Treasurer and representatives from the Dominion-Chalmers United Church Council. The representative for each New Horizons band will be selected by the band leaders each fall for an annual term.

## **Chairperson**

The Chairperson will be determined by consensus of the committee members at the first meeting in the early summer. The Chairperson will appoint a Co-Chair from among the members of the committee to act in the event of his/her absence.

## **Secretary-Treasurer**

The Secretary-Treasurer will act as the program registrar and treasurer to perform any financial functions on behalf of the committee in conjunction with the Chairperson. The Secretary-Treasurer will also be responsible to organize meetings, develop agenda items in consultation with the Chairperson, and maintain minutes and follow-up on action items as appropriate.

## **Committee Meetings**

A minimum of three meetings a year will be held on dates to be determined by the committee members. Quorum shall be the majority of the committee members including a minimum of one Dominion Chalmers United Church representative. Meetings shall not be open to non-committee members, unless the committee determines otherwise. A summary of important decisions, of interest to the members as a whole, will be communicated to the membership following the meetings.

## **Decision- Making Process**

Matters requiring a decision will be presented in the form of a motion. The intent is to make decisions by consensus. However, committee members will vote on matters as required by a show of hands. Each committee member shall be entitled to one vote. No one other than committee members shall vote on any question proposed for consideration during the meeting. As long as a quorum is present questions arising at any meeting may be decided by a majority of the committee members present. Members may abstain from voting or, in the event of declared conflict of interest, a member may be requested by the Chair to abstain from a vote. A declaration by the Chairperson that a resolution has been carried and confirmation to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution. A band representative who is unable to attend a committee meeting may designate another member of that band as a replacement committee member.

**Charter Amendment**

In order to ensure that this Charter continues to reflect the spirit, aims and intent of the Ottawa New Horizons Band Program, it may be amended or modified by a two-thirds majority of the Steering Committee including a minimum of one Dominion Chalmers United Church representative.

**Ratification of Charter**

This Charter is agreed upon by the members of the Ottawa New Horizons Band Steering Committee on this **28th day of August, 2013** as attested by their signatures below.

\_\_\_\_\_  
**Cathy Wilcox** (Chair)

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**Daphne Picklyk** (Secretary-Treasurer)

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**Daniel Delorey**

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**Ewen Cornish** (DCUC)

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**Jody Gomber**

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**Jennifer Martinez**

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**Mike Pichora**

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**Tessa MacLean**

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**Brian Asselin**

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