

# **EDMONTON YOUTH ORCHESTRA POLICIES, PRINCIPLES & PROCEDURES**

## **CONTRACTS POLICY (Adopted March 8, 2021)**

### **POLICY STATEMENT:**

The Edmonton Youth Orchestra Board is required to provide prudent management and review of the financial assets, physical property, ongoing contracts, Terms of Employment, leases and other ongoing financial commitments of the Association.

### **SCOPE:**

This policy applies to all Contracts, Terms of Employment, leases and equipment rentals of the Edmonton Youth Orchestra Association. Any financial activities that are not covered by this policy need to be directed to the President or Treasurer for discussion with the Executive or Board as deemed necessary, and then brought to a Board meeting for possible inclusion.

### **CONTRACT AND TERMS OF EMPLOYMENT MANAGEMENT:**

The Music Director contract is typically 2 years in duration. This contract will be reviewed by the EYO Board prior to its renewal and upon request of either party. Where there are substantial changes the contract will also be reviewed by a lawyer specializing in contracts. In the event a new individual is retained as Music Director, a complete new contract will be developed. It is recommended in all cases that the Music Director get legal advice also.

The General Manager Terms of Employment are ongoing by definition and the President, Vice President or Treasurer will initiate a review by the EYO Board and with a lawyer specializing in employment law every two years. At that time, an evaluation of the suitability of Terms of Employment versus a contract will be done. It is recommended that the General Manager get legal advice also.

Current copies of the Music Director Contract and General Manager Terms of Employment will be maintained by the President, Secretary and General Manager of the Association.

Annual performance reviews of the Music Director and General Manager will be conducted by Board representatives. The Board will have the opportunity to provide prior input and will be updated following the reviews.

Records of correspondence related to the development or review of the current Music Director Contract and General Manager Terms of Employment will be held by the President. This may include professional legal and accounting advice. The Board will be advised of any upcoming external consultations and expected costs by the President, and then kept apprised of ongoing discussions and developments.

**INSURANCE:**

General liability, abuse coverage and Directors and Officers liability insurance coverage will be maintained by the Association. A discussion must be held by either the President or Treasurer and the General Manager with the insurance provider at the time of annual renewal to confirm that current coverage meets the needs of the Association and reflects developments in society. It is also recommended that a competitive insurance bid be sought every 5 years.

Valuations of items (musical instruments etc) covered by insurance will be reviewed and adjusted as necessary every 5 years.

**LEASES AND RENTALS:**

Association leases and rentals will be brought to the Board upon renewal for discussion and approval. Wherever possible, competing bids will be obtained for comparison purposes.

**POLICY REVIEW PROCEDURE:**

This Policy document will be reviewed annually by the Board at the first meeting after the Annual General Meeting, or more frequently as required due to feedback from Board members, the General Manager or the Music Director

- The President will co-ordinate any reviews and proposed changes
- The Board may change this policy at any time at their discretion
- Any Board member, the General Manager or the Music Director may initiate a Board discussion of this policy at a Board meeting or ask to include it on the meeting agenda.

**POLICY REVIEW DATE:** TBA

**EFFECTIVE DATE:** March 8, 2021

**REVISION HISTORY:** March 8, 2021

**CONNECTION TO BOARD POLICIES:** EYO policies will be reviewed annually by the EYO Board