



# Cultural Round Table

*County Culture: It's more than you think!*

## Prince Edward County Cultural Roundtable Policies and Procedures

### Membership

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An effort will be made to maintain a balance of participants on the Roundtable from the following groups/ constituencies

- *Local cultural leaders* – from the arts, heritage, libraries and commercial cultural activity
- *Business leaders*
- *Community leaders*
- *Council*
- *Municipal staff* - from all departments (Planning; Corporate Services/Economic Development; Recreation, Parks and Culture; Public Works)

It is expected that participants will change over time. People may participate on specific Working Groups or projects without committing to participating on an ongoing basis on the Roundtable. If an individual does wish to participate on the Roundtable they should be prepared to attend meetings on a regular basis.

### Leadership

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There will be a rotating Chair. Regular changeover in the Chair's position provides a learning and leadership development opportunity for Roundtable participants. It also communicates the importance of engagement and commitment from all the groups/constituencies represented on the Roundtable.

A small steering group of 3 to 4 members of the Roundtable will serve as a sounding board and coordinating body between meetings of the full Roundtable.

### Meetings

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#### 1. Minutes and Agendas

Minutes are intended to capture key decisions rather than a summary of discussion.

#### Time and Location

Meetings take place in the Committee Room at Shire Hall, Picton, on the third Wednesday of each month at 4:30 pm unless otherwise specified.

An effort will be made to 'travel' Roundtable meetings on an ad hoc basis to reach out to the community.



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### 2. Guidelines for Chairing

The tone of meetings will be informal while maintaining a commitment to making the most effective and efficient use of people's time. On occasion this will require the Chair to curtail discussion on specific issues and/or refer these issues to individuals or working groups for further discussion and formulation of recommendations or action plans.

To ensure everyone has an opportunity to participate the Chair will acknowledge the order of speakers.

#### Planning and Reporting

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An annual work plan will be developed based on the calendar year. Quarterly reports will be made to the Roundtable.

An annual Summit/Rally will be held and an annual report will be made to attendees (public).

An annual report will be made to Council either at the Summit/Rally or at Council Committee level.

#### Administration

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**Finances** - The Cultural Roundtable will not have an operating budget as its mandate is one of facilitating and supporting action by others. Periodically funding will be needed for specific projects or initiatives that will be dealt with in the context of planning for that project through grants, sponsorships or earned revenue.

**Municipal in-kind Support** - The municipality provides some in-kind and administrative support to the Roundtable including such services as:

- Meeting Space
- Scheduling and meeting logistics
- Supporting communications with the community (e.g., maintaining a contract list, press releases, website updates, periodic newsletters, photocopying)
- Serving as a contact point for referrals and networking ('who could I talk to?')
- Some community advertising budget as required (as laid out in its annual plan)
- Occasional meals for special meetings