



# Cultural Round Table

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

## Terms of Reference

### Prince Edward County Cultural Roundtable

#### Roundtable Purpose

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The Cultural Roundtable acts as a catalyst to build community capacity in cultural development by supporting collaboration across community, business and municipal groups and interests.

It does this by:

1. Supporting community-led solutions to issues identified by Roundtable or the community-at-large.
2. Encouraging leadership and innovation.
3. Facilitating networking and information exchange.
4. Serving as a sounding board for ideas and actions (including issues being brought forward to Council).

#### Guiding Principles

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The work of the Roundtable will be guided by the following principles:

- *Inclusive engagement* – engaging citizens in ways that cross boundaries and builds shared understanding and empathy.
- *Valuing the grassroots* – celebrating the energy and capacity of the community at the grassroots level.
- *Emergence and purpose* – balancing a commitment to dialogue that generates new understandings and builds relationships, with advancing concrete plans and actions.

#### Membership

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

- *Local cultural groups* – including the arts, heritage, libraries and commercial cultural activity
- *Business*
- *Community*
- *Council*
- *Municipal staff*

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.



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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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*Chair* - Consistent with its purpose and guiding principles, the role of the Chair of the Roundtable is to facilitate dialogue and contributions from members of the Roundtable. The position of Chair will rotate monthly.

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 different groups and interests in the community.

*Steering Group* – a small group of 3 to 4 people will serve as a sounding board and coordinating body between meetings of the full Roundtable. This group should represent a cross-section of Roundtable constituencies.

## **Finance and 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
- Maintaining a contact list
- Serving as a contact point for referrals and networking
- Some community advertising budget as required (as defined in an annual workplan)
- Occasional meals for special meetings



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### ***Planning and Reporting***

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

The Roundtable will report annually to the community at the Rally and to Council.