Nomination Information and Forms Package

Updated August 7, 2026

This package describes what is involved in being nominated to serve on the Board of Directors of the Toronto Concert Band. In addition to this package, you may wish to consult the Ontario Not-for-profit Corporations Act, the Toronto Concert Band Constitution, the Bylaws of the Toronto Concert Band, as well as active band policies, all of which are available on the band's website at torontoconcertband.com.

This package also includes the nomination form which must be completed by the person nominating a candidate, as well as the candidate themselves and submitted to the Nominating Committee. The Committee is responsible for recruiting, assessing, and recommending qualified candidates for the Board of Directors using an impartial assessment of the organization's evolving needs.

Instructions

1. Carefully review the duties, responsibilities and obligations of a TCB Director as set forth in the Articles, Constitution, By-laws, and policies of the TCB.
2. Complete Nomination Package. You may attach additional pages or documents if necessary.
3. Send your completed Nomination Package by e-mail to the Nominating Committee at: nominating-committee@torontoconcertband.com or bring it to rehearsal and submit it to a member of the Nominating Committee prior to the nomination period end date (60 days before the Annual General Meeting ("AGM"))

Please note that nominations are not accepted from the floor at the AGM.

What Happens Next?

1. The Committee will acknowledge receipt of your application
2. The Committee will prepare a recommended slate of candidates which will be sent to the membership alongside the official notice of meeting.
3. The Board will be elected at the AGM
4. Following the AGM, the Board appoints the Officers (President, one or two Vice Presidents, Secretary & Treasurer)

Important Dates

Nominations Accepted Starting August 7, 2026
Nomination Deadline: August 21, 2026
Annual General Meeting: October 20, 2026, 8:00pm, Bloordale United Church

Nomination Information

Being a member of the Board of Directors of the Toronto Concert Band ("TCB") is an opportunity for representatives of the band membership and the community at large to contribute their knowledge, energy and commitment to the well-being of the TCB.

Your involvement will give you broader and deeper experiences in the not-for-profit sector and an appreciation for benefits the TCB provides within the communities it represents. The TCB will benefit from your expertise, skills and knowledge. The TCB will also gain from the professional development and additional skills, experience and knowledge you will gain as a result of sitting on the board and immersing yourself in the strategic direction and governance of the organization.

About the TCB Board of Directors

The Board of Directors is elected by the membership of the TCB and has the statutory power and obligation as granted by the by-laws and constitution of the TCB. The Board sets and monitors the strategic direction of the band. The role of the Board is not only one of stewardship and strategic visioning but also includes a great deal of operational support.

- The Board consists of six to twelve directors. 50% of whom must be members of the band. The current size is 12.
- The Board works within an approved budget and is accountable to the Members. The Board is also accountable to future members of the Toronto Concert Band and is required to comply with any and all applicable federal, provincial and/or municipal laws and regulations.

Eligibility

Per the Ontario Not-for-Profit Corporations Act, 23 (1), the following persons are disqualified from being a director of a corporation:

1. A person who is not an individual.
2. A person who is under 18 years old.
3. A person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property.
4. A person who has been found to be incapable by any court in Canada or elsewhere.
5. A person who has the status of bankrupt. 2010, c. 15, s. 23 (1).

In addition, any TCB member in good standing may stand for election to the TCB Board if they have their nomination properly submitted. Any non-band Member may stand for election as long as they have their nomination properly submitted.

Term of Office

Under the current Constitution of the Toronto Concert Band, Directors are elected at the TCB Annual Meeting of the Members (AGM). A TCB director serves for a term of one year. Vacancies may be filled at the discretion of the TCB Board through the remainder of the term. Directors may be re-elected annually.

A proposal shall be considered at the 2026 AGM that would change the term to two years, with half of the seats elected each year. If accepted, half of the directors elected in 2026 will serve for two years and half will serve for one.

Fiduciary Duties

Each Director owes fiduciary duties of loyalty and care to the TCB. The former means that directors must act honestly and in good faith with a view to the best interests of the TCB. The latter means that, in exercising their powers and discharging their duties, every director must exercise the care, diligence and skill that would be expected of a reasonably prudent person in comparable circumstances. These principles require a director to put the TCB interests first, avoid conflicts of interest, disclose them if they do exist, and avoid exploiting potential business opportunities for their own self-interest.

Liability

The By-laws of the Toronto Concert Band provide for the indemnification of the Directors of the organization. As a result, the TCB carries Directors Liability insurance with reasonable limits as determined by the Board from time-to-time.

No Compensation

Board members are not compensated and do not receive an honorarium or per diem for participating in board, committee or other meetings, conferences, workshops or assemblies or for representing the band.

The Role of the Board of Directors

- To participate in the democratic structure of the TCB, which may include:
    - creating, discussing, and voting on proposals, policies, by-laws, and resolutions.
- To hold the authority, as provided by the members, to hold meetings of the Board in order to manage and direct the affairs of the TCB.
- To hold the authority, as provided by the members, to further delegate their duties to officers, which they may appoint, including a President, Vice President(s), Secretary, and Treasurer of the corporation.

Participation in Meetings

Directors must be able to attend regular meetings of the TCB Board (teleconference or web conference is permitted).

Within a one-year period, these normally consist of:

- One board meeting nearly every month (each is generally around 2 hours long).
- Participation in standing committees, teams or task forces, most of which meet infrequently or on an ad-hoc basis.

Key Responsibilities Include:

- Creating and supporting the vision and strategic direction for the Toronto Concert Band (TCB)
- Planning for the future needs of the TCB
- Overseeing the finances and property of the TCB
- Leading a democratic organization
- Managing the TCB's risk, including legal, financial and reputational
- Employing and evaluating the musical director(s)' performance
- Overseeing the committees and task forces of the TCB
- Capitalizing or fundraising for the TCB
- Reporting to the Members on any actions taken on their behalf
- Representing the interests of the TCB and its members in relations with the community, government

and special interest groups (arts council, band associations).
- Facilitating a two-way flow of information between the musical director(s), Board members and band membership
- Participation in TCB events, and activities

Complementary Skills

The Board functions effectively when its members collectively maintain a set of skills that are beneficial to the organization. It is not expected that any member possess all of these skills, but as a whole, the band will be best served if the following skills and competencies are available among the board members:

- Experience serving on a board of directors
- Other music ensemble management experience
- Strategic planning
- Legal training or expertise
- Contracts
- Risk management
- Health and safety management
- Bookkeeping
- Accounting
- Fundraising
- Grant writing
- Human resources and personnel management
- Music library management
- Technology and systems
- Marketing
- Communication

Code of Conduct

Certain qualities are expected of every Director, not merely of the Board as a whole. Directors are people of high integrity who take their responsibilities seriously, who are approachable and work well with others, and who bring an organized and creative mind to the Board's collaborative work. The Board's effectiveness depends on each Director meeting this standard, and on adherence to the following:

- Directors have authority only as a Board
- Decisions are only made at duly constituted meetings
- Conflicts of interest are declared
- Open discussion and trust are key
- Confidentiality is maintained
- Leadership is by example
- Demonstrate respect for others
- Directors work for the good of the TCB
- Directors support the decisions of the Board
- Discrimination and harassment are not tolerated

For additional information about being a TCB director, please email the Nominating Committee at:

nominating-committee@torontoconcertband.com

A copy of the TCB's Constitution and By-laws is available on request.

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Official Nomination Form for the TCB Board of Directors

Nomination of Candidate by Member of the TCB:

I, the undersigned, being a voting member in good standing with the Toronto Concert Band, do hereby nominate _____ for the position of Director.

Name (print): _____ Signed: _____ Date: _____

Acceptance of Nomination by Candidate:

I, _____, do hereby accept the above nomination for the position of Director of the Toronto Concert Band, for the term beginning _____.

I am willing to serve a term of (select one) ☐ one year ☐ two years ☐ one or two years

I certify that to the best of my understanding, I am qualified to be a director according to provisions of the Ontario Not-for-profit Corporations Act, together with the Articles, Constitution, By-laws, and policies of the Toronto Concert Band. I attest that I am familiar with the duties, responsibilities and obligations of the TCB's Board of Directors.

Dated: _____ Signed: _____

Statement by Candidate:

Please include a short 200-word (max) statement about why you would like to serve as a TCB Director. This statement will be made available to the Members at or prior to the election.

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Skills and Qualifications of Candidate:

Please also include a brief statement to the Nominating Committee, highlighting any skills or competencies that you think you bring to the table as a potential TCB Director and/or any previous experience you may have on a board of directors or with leadership in an organization. A copy of your resume/CV may be provided in lieu of this statement.

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Candidate Contact Information:

Home Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Email: _____