Conservatory of Music Committee
Terms of Reference

Recommended by the Conservatory of Music Committee:
Approved by School of Continuing Education Council:

1. **Background**
   1.1. The School of Continuing Education Conservatory of Music Committee (CoMC) advances the goal of ongoing quality assurance in the provision of private lessons, concerts, events and other initiatives within MacEwan University School of Continuing Education (SCE) and provides the opportunity for collaborative involvement of all members of the Conservatory of Music in supporting this process.

2. **Mandate**
   2.1. The CoMC is a standing committee of the School of Continuing Education Council. The committee discusses the aims and activities of the Conservatory and makes recommendations to the School of Continuing Education Council.

3. **Accountability**
   3.1. The CoMC reports to the School of Continuing Education Council. The committee Chair will submit an annual report for approval by School of Continuing Education Council.
   3.2. Minutes of the meeting will be forwarded to the SCE Dean’s office for inclusion in the upcoming School Council meeting package.

4. **Role**
   4.1. The role of the CoMC is to advise and make recommendations to the Conservatory of Music office and reviews the operation plans proposed by Conservatory of Music staff.

5. **Quorum**
   5.1. Quorum is a majority of Committee members, though the Committee will seek to ensure robust participation in its meetings.

6. **Support**
   6.1. Support and coordination for the work of the committee is provided through the Dean’s Office in consultation with the Conservatory of Music staff.

7. **Membership**
   7.1. The membership of the committee is structured to ensure a comprehensive representation from the Conservatory of Music. Members are appointed for two-year or three-year staggered terms that may be renewed. Members shall serve until a successor is selected. Renewals may also include one-year terms to ensure an appropriate balance of new and continuing members. Membership of the committee will be determined by the School of Continuing Education Council. Members may be elected for one additional term. The Committee Chair will be from the Conservatory of Music.
   7.2. Dean of the School of Continuing Education
7.3. Conservatory of Music Senior Program Manager (Chair)
7.4. Faculty from the Conservatory of Music: 4 elected members
7.5. Conservatory of Music Elected Representation at SCE School Council
7.6. School of Continuing Education representative: Marketing Manager (as needed).

8. Voting
8.1. All members of the committee may participate in all discussions. A Voting member is entitled to vote on all issues including proposals that originate from an area or department that a member may represent.
8.2. The Chair normally exercises this right only in the event that a Committee vote is tied.

9. Cooperation and Consultation
The committee will seek expert feedback within and outside the School of Continuing Education. The committee will solicit input from others in the School of Continuing Education who may be affected by a recommendation, and a representative from any area submitting a recommendation to the committee may attend the initial meeting when it is discussed. When appropriate, consultation will be sought with other units across the University.