

## **ACTRA Montreal Professional Development Committee Mandate**

The Professional Development Committee oversees the allocation of external funding for ACTRA Montreal Professional Development tools and reports on such initiatives to the Montreal Branch Council. Professional Development initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the ACTRA Membership.

On behalf of Branch Council, the Committee shall:

1. Approve any and all applications for funding from outside agencies (ie. Emploi Quebec, L'inis) as related to the professional development of ACTRA Montreal members;
2. Be comprised of members from the ACTRA Montreal Branch Council;
3. Select, from among its membership, a Committee Chair. Said Chair:
  - a. Shall not bring forward any workshop proposals for consideration;
  - b. Will remain objective and impartial throughout the process of approving workshop applications;
  - c. Shall only vote on decisions in the case of a tiebreaker.
4. Work constructively with ACTRA Montreal Committees to approve applications for workshops that:
  - a. Develop skills valued by the Montreal film, television and videogame industry;
  - b. Develop skills valued by the ACTRA Montreal membership;
  - c. Increase the employability of ACTRA Montreal members;
  - d. Are otherwise unavailable or cost prohibitive in the private sector;
  - e. May, in the case of certain funding agencies (ie. Emploi Quebec), meet specific requirements.
5. Value the quality of workshops offered over the quantity;
6. If required, identify an industry need for a workshop and communicate said need to an ACTRA Montreal Committee.
7. Seek cost-effective strategies, and identify and report on any material budgetary implications associated with professional development activities;
8. Work constructively with the ACTRA Montreal Public Relations Officer and other staff resources as assigned.

Approved by ACTRA Montreal Council June 19<sup>th</sup> 2012. Revised: January 16, 2018.

Revised: January 14, 2020.

## **ACTRA Montreal By-Laws Committee Mandate**

The ACTRA Montreal By-laws Committee is an ad – hoc committee whose members are appointed by the Montreal Branch Council. The Committee reviews the ACTRA Montreal By-laws, recommends appropriate amendments to the By-laws and reports to the Montreal Branch Council. The ACTRA Montreal By-laws Committee's efforts shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the young members of ACTRA Montreal Membership.

On behalf of Branch Council, the Committee shall:

1. Have as its Chair the Montreal Branch Council President;
2. Have no less than three (3) members of the Branch Council;
3. Review the current ACTRA Montreal By-laws;
4. If necessary, propose amendments to the By-laws that are consistent with ACTRA Montreal's overall mission and purpose.
5. If necessary, propose amendments to the By-laws that are consistent with ACTRA National's overall mission and purpose.

Approved by ACTRA Montreal Branch Council: January 14, 2020.

## **ACTRA Montreal Communications Committee Mandate**

The Communications Committee identifies, recommends, assists in coordinating and monitors ACTRA Montreal Communications and reports on such initiatives to the Montreal Branch Council. Communications initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the ACTRA Membership;
- transparency and accountability in ACTRA operations.

On behalf of Branch Council, the Committee shall:

1. Have as its Chair the Branch Council President;
2. Be composed of liaisons from Montreal Council Committees, up to a maximum of 5 members;
3. Solicit additional Committee participation from ACTRA Montreal members-at-large for specific initiatives;
4. Establish a cross-platform, communications timetable (coordinated with ACTRA National), emphasising E-communications wherever possible;
5. Seek cost-effective strategies, and identify and report on any material budgetary implications associated with communications activities;
6. Draft, and update as required, an editorial policy for ACTRA Montreal communications;
7. Ensure consistent messaging (including tone, style and perspective);
8. Provide editorial support, and contribute content across all media;
9. Assist in the ongoing refinement of the ACTRA Montreal website;
10. Oversee the implementation of the local Social Media strategy;
11. Strive to provide environmentally responsible communications options;
12. Support other committees of ACTRA Montreal in the development and implementation of community building initiatives;
13. Work constructively with the ACTRA Montreal Public Relations Officer and other staff resources as assigned.

Approved by ACTRA Montreal Council June 19<sup>th</sup> 2012. Revised: January 16, 2018.

## **ACTRA Montreal Young Emerging Artists' Assembly Mandate**

Young Emerging Artists' Assembly (YEAA) Montreal identifies, recommends and assists in coordinating initiatives for young and/or emerging artists of ACTRA Montreal and reports on such initiatives to the Montreal Branch Council. YEAA initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the young and/or emerging members of ACTRA Montreal Membership.

On behalf of Branch Council, the Committee shall:

1. Select, from among its membership, a Committee Chair;
2. Solicit additional Committee participation from ACTRA Montreal members-at-large;
3. Educate future members of ACTRA through outreach to Montreal theatre schools with programs whose degrees constitute qualifying credit for Apprentice Membership in ACTRA;
4. Organize the MIP film festival annually;
5. Promote the virtues of ACTRA low-budget agreements and importance of producing union through outreach to student filmmakers;
6. Embolden the community of young and/or emerging members in ACTRA Montreal through networking, resource sharing and promotion initiatives;
7. Seek cost-effective strategies, and identify and report on any material budgetary implications associated with YEAA activities;
8. Support other committees of ACTRA Montreal in the development and implementation of community building initiatives;
9. Work constructively with the ACTRA Montreal Public Relations Officer and other staff resources as assigned.

Approved by ACTRA Montreal Council June 19<sup>th</sup> 2012. Revised: January 16, 2018.

Revised: January 14, 2020.

## **ACTRA Montreal Honours Committee Mandate**

The Awards Committee identifies, recommends and assists in coordinating the ACTRA Awards in Montreal and reports on such initiatives to the Montreal Branch Council. The ACTRA Awards in Montreal shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. The initiatives shall promote:

- recognition of talent in the ACTRA Membership;
- recognition of quality in Montreal based productions;
- community building among the ACTRA Membership.

On behalf of Branch Council, the Committee shall:

1. Select, from among its membership, a Committee Chair;
2. Develop and deliver the ACTRA Montreal Performance Awards and ACTRA Montreal Honours Gala in alternating years;
3. Nominate ACTRA Life Members;
4. Create sub-committees (Nomination Committee, Awards Jury, Sponsorship Committee, etc.) as needed, for the purposes of delivering the Awards event;
5. Work in partnership with other branches of ACTRA in the encouragement and development of a National Awards program;
6. Support other committees of ACTRA Montreal in the development and implementation of community building initiatives;
7. Work constructively with the ACTRA Montreal Public Relations Officer and other staff resources as assigned.

Approved by ACTRA Montreal Council June 19<sup>th</sup> 2012. Revised: January 16, 2018.

## **ACTRA Montreal Women's Committee Mandate**

The Women's Committee identifies, recommends, and assists in coordinating initiatives for women performers of ACTRA Montreal and reports on such initiatives to the Montreal Branch Council. Women's Committee initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the female members of ACTRA Montreal Membership.

On behalf of Branch Council, the Committee shall:

1. Select, from among its membership, a Committee Chair;
2. Solicit additional Committee participation from ACTRA Montreal members-at-large;
3. Recognize a female ACTRA Montreal member to honour for International Women's Day;
4. Monitor and develop initiatives to encourage the growth of work opportunities specific to female performers in ACTRA Montreal;
5. Embolden the community of female performers in ACTRA Montreal through networking, resource sharing and promotion initiatives;
6. Support other committees of ACTRA Montreal in the development and implementation of community building initiatives;
7. Work constructively with the ACTRA Montreal Public Relations Officer and other staff resources as assigned.

Note: ACTRA Montreal's definition of women and femininity is inclusive and welcoming.

Approved by ACTRA Montreal Council June 19<sup>th</sup> 2012.

Revised: January 14, 2020.

## **ACTRA Montreal Exceptional Circumstances Mandate**

The Exceptional Circumstances Committee meets as required to receive applications for Membership into ACTRA based on Exceptional Circumstances, according to the ACTRA Constitution, Article 303 b). The Committee is mandated to reach a decision on each application and grant Membership into ACTRA when appropriate and consistent with the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan.

On behalf of Branch Council, the Committee shall:

1. Select, from among its membership, a Committee Chair;
2. Meet as required in order to make decisions in a timely manner;
3. Ensure consistent application of policy and decision-making;
4. Declare any potential conflicts of interest (ie. close personal relationship with an applicant) and, at the discretion of the Chair, recuse themselves from the decision-making process;
5. Work constructively with the ACTRA Montreal staff resources as assigned.

Approved by ACTRA Montreal Council June 19<sup>th</sup> 2012.

Revised: January 14, 2020.

## **ACTRA Montreal Background Performer Caucus**

The ACTRA Montreal Background Performer Caucus may be convened from time to time to consider issues that affect ACTRA Montreal members working as background performers and reports on such issues to the Montreal Branch Council. The Background Performer Caucus shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. The Caucus shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the background performer community of the ACTRA Montreal Membership.

On behalf of the Branch Council, the Caucus shall:

1. Solicit participation from the ACTRA Montreal background performer community at-large.
2. Value the input of any and all members of the background performer community.
3. Make recommendations on issues related to background performer work.
4. Encourage transparency and open dialogue within the background performer community.
5. Work constructively with ACTRA Montreal and ACTRA National on issues related to collective bargaining objectives.
6. Educate and promote within the background performer community a culture of accountability, dignity and respect, to ensure the highest standards of professionalism.

Approved by Branch Council: July 12, 2016. Revised: January 16, 2018.



## **ACTRA Montreal Diversity & Inclusion Committee Mandate**

The ACTRA Montreal Diversity & Inclusion Committee (DIC) aims to raise the critical consciousness of our industry to be inclusive of all physically and culturally diverse members through identifying, recommending and assisting in the coordination of initiatives and reporting on such initiatives to the Montreal Branch Council. DIC initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and Strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among physically or culturally diverse members of ACTRA Montreal Membership.

On behalf of Branch Council, the Committee shall:

1. Select, from among its membership, a Committee Chair;
2. Solicit additional Committee participation from ACTRA Montreal members-at-large;
3. Liaise with physically or culturally diverse performers to help identify and articulate current challenges;
4. Develop initiatives within ACTRA that directly support physically or culturally diverse performers in dealing with challenges;
5. Liaise with industry personnel to raise awareness of ACTRA Montreal's physically or culturally diverse performers, and promote hiring practices which are reflective of our social diversity;
6. Embolden the community of for physically or culturally diverse performers in ACTRA Montreal through networking, resource sharing and promotion initiatives;
7. Foster within ACTRA an environment that supports solidarity, mutual respect, cooperation and understanding, free of harassment or discriminatory behaviour on any basis;
8. Work constructively with the ACTRA Montreal staff resources as assigned.

Approved by ACTRA Montreal Branch Council, June 14, 2016

Revised: January 14, 2020.

## **ACTRA Montreal Stunt Committee Mandate**

The ACTRA Montreal Stunt Committee is an ad – hoc committee whose members are appointed by the Montreal Branch Council. The Stunt committee identifies, recommends and assists in coordinating initiatives for the stunt community of ACTRA Montreal and reports on such initiatives to the Montreal Branch Council. The Stunt Committee initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the stunt community of the ACTRA Montreal Membership.

On behalf of the Branch Council, the committee shall:

1. Have as its Chair the Montreal Branch Council President;
2. Solicit participation from the ACTRA Montreal Stunt community at-large.
3. Value the input of any and all stunt community members regardless of affiliations.
4. Encourage transparency and open dialogue within the stunt community.
5. Provide leadership for the ACTRA Montreal Stunt community.
6. Embolden the community of stunt performers through networking, resource sharing and the transfer of knowledge from veterans to new and young stunt performers.
7. Work constructively with ACTRA Montreal and ACTRA National on issues related to health & safety and collective bargaining.
8. Educate and promote within the stunt community a culture of safety, accountability and dignity & respect, to ensure the highest standards of professionalism.

Approved by Branch Council: May 10, 2016 Revised: January 16, 2018.

## **ACTRA Montreal Discipline Committee Mandate**

### **ACTRA By-Law #7 - 4a**

#### **Branch-Local union and national discipline committees**

1. The purpose of a discipline committee is to provide members with a strictly impartial panel, empowered to consider appeals and to make a final determination about discipline charges.
2. Each branch-local union and the National Council shall establish discipline committees, each composed at a minimum of a chair empowered to empanel members for the purpose of hearing discipline appeals. A panel must be composed of at least three members in good standing. If the chair of the discipline committee does not participate in the panel for any reason, the chair (or, if the chair is in a conflict, the relevant council) will appoint an acting chair to oversee all issues related to the hearing and the hearing itself.
3. Discipline committee members will remove themselves from any case in which they have a conflict of interest.

Approved by Branch Council: January 14, 2020.

## **ACTRA Montreal Ombudsperson**

The ACTRA Montreal Ombudsperson is an ACTRA Full member in good standing appointed by the ACTRA Montreal Council. The Ombudsperson will act as an impartial investigator of ACTRA Montreal members' complaints arising from the administration of policy at ACTRA Montreal. The Ombudsperson reports to the ACTRA Montreal Branch Council. In her/his role, the Ombudsperson will act fairly, maintain a neutral, unbiased perspective, will conduct investigations consistent with the principles of natural justice; and shall seek:

- To ensure a thorough understanding by all Parties of all applicable Membership rules and Union Policies;
- To ensure a thorough airing investigation of the Member's complaint, including any extenuating circumstances, from the perspective of all Parties to the complaint;
- To maintain and safeguard the confidentiality of all Parties to the greatest extent possible.

In her/his role, the Ombudsperson has no power to make binding orders, adjudicate or enforce judgements. The Ombudsperson cannot consider complaints about matters before the discipline committee.

The Ombudsperson shall be responsible for delivering bi-annual reports to the Branch Council.

The Ombudsperson shall receive an honorarium payment covering ACTRA minimum annual dues. The Ombudsperson's term is effective concurrently with the term of the Branch Council.

Procedurally, upon receipt of a complaint from a member, the Ombudsperson shall:

- Assess the information provided to determine if the complaint falls within the parameters of the Ombudsperson's mandate,
- If the assessment determines the complaint should be investigated, advise the member of the launch of the investigation,
- Investigate the position of the member (complainant), ACTRA Montreal, and any other parties that may be named in the member's complaint,
- Once the investigation is complete, the Ombudsperson shall provide a report of her/his finding(s) to the Branch President and the Regional Executive Director (or her/his designate) who shall determine what action if any is required to remedy the complaint. Following such determination, the Ombudsperson will report on the disposition of the complaint to the complainant, and the Branch Council.

Approved August 7, 2012 Revised: July 14, 2015 Revised: January 16, 2018

## **ACTRA Montreal Childcare Committee Mandate**

The ACTRA Montreal Childcare Committee is an ad – hoc committee whose members are appointed by the Chair of said Committee. The Childcare Committee shall identify, recommend and assist in coordinating initiatives for the purposes of providing childcare services to the ACTRA Montreal membership and report on such research and initiatives to the Montreal Branch Council. The Childcare Committee’s initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the ACTRA Montreal Membership.

On behalf of the Branch Council, the committee shall:

1. Research the feasibility and logistics of providing childcare services during events organized by ACTRA Montreal (e.g. the AGM).
2. Establish a process and policy to be used by ACTRA Montreal and its Committees for providing childcare services to the membership during ACTRA Montreal events.
3. Research the feasibility and logistics of providing childcare services for members for the purposes of auditioning or work under ACTRA’s jurisdiction.

Approved by Branch Council: February 12, 2019

## **ACTRA Montreal Casting Standards Committee Mandate**

The ACTRA Montreal Casting Standards Committee is an ad – hoc committee whose members are appointed by the Montreal Branch Council. The Casting Standards Committee identifies, recommends and assists in coordinating initiatives for the improvement of professionalism in the casting process, and reports on such initiatives to the Montreal Branch Council. The Casting Standards Committee initiatives shall further the goals and objectives of ACTRA, its Constitution, By-laws and strategic plan. Initiatives shall promote:

- awareness and understanding of ACTRA, its policies, objectives, and results;
- awareness and understanding of ACTRA Member services;
- community building among the ACTRA Montreal Membership.

On behalf of the Branch Council, the committee shall:

1. Ensure the highest professional standards for ACTRA Montreal members.
2. Increase the understanding of the casting process amongst stake holders; Casting Directors, Talent Agents and ACTRA Montreal.
3. Create an open dialogue between stake holders for the purpose of improving the casting process.
4. Increase work opportunities for ACTRA Montreal members through the improvement of the casting process.

Approved by Branch Council: May 8, 2018