



Community Advisory Board Charter

I. Overview

The Overture Center for the Arts Community Advisory Board (CAB) is a volunteer group comprised of informed community members who meet at least quarterly to advise and make recommendations to Overture Center regarding community and educational programming.

CAB is authorized by Overture Center and the City of Madison. CAB is solely advisory in nature. Through review of evaluations and of targeted programming, CAB offers valuable feedback and necessary community input to serve Overture's mission to elevate our community's creative culture, economy and quality of life through the arts. However, CAB does not exercise any control over Overture Center's programming, daily management or operations.

II. Mission Statement

To provide a vehicle for effective communication and engagement with Overture's community programming which broadly represents the community in terms of culture, ethnicity, geography, age and socio-economic level.

III. Purpose

The purpose of Overture's CAB is to advise and use evaluation methods to make recommendations to Overture Center regarding community and educational programming, based on items which may include:

- Overture's Strategic Plan
- Race to Equity Report
- Financial and Programming Structural Agreement
- Annual Operating Agreement
- And/or additional reports related to racial equity and programming

CAB members are also Overture's ambassadors to the Community. Members are expected to use their skills, knowledge and experience to assist Overture in advancing the organization's mission while meeting the specialized educational and cultural needs of the communities served by Overture Center.

IV. Responsibilities

The specific responsibilities of CAB Members are as follows:

1. Attend at least one community and/or educational program or event each quarter so that CAB members will be knowledgeable to provide informed feedback to Overture
2. Report back to Overture at CAB meetings and via an online feedback form about events that they have attended
3. Attend and participate in quarterly meetings
4. Use evaluation methods such as RESJ and/or other tools and base recommendations on findings
5. Communicate with the Community at large as ambassadors for Overture
6. Listen to the Community and provide feedback to Overture for future programming

Overture encourages CAB members to attend free and low-cost programs. When available Overture will provide free tickets with the goal of helping CAB members be informed about all aspects of Overture Programming, including diversity of artists and audience, artistic quality, marketing, outreach and collateral.

CAB will advise and provide recommendations/feedback on the following:

- Current and future community and educational programming efforts using a variety of evaluation methods
- Opportunities that may deepen and enrich community engagement
- Relationship development of community constituents & organizations
- Onsite review of Overture's community programming
- Review reports filed with the City of Madison such as the Annual Community Arts Budget Report submitted to the Madison Arts Commission

V. Membership

Composition: CAB membership is intended to reflect the City's racial, ethnic and socioeconomic diversity. CAB membership will include forty-five percent (45%) public membership appointed by the Mayor of Madison and confirmed by the Common Council.

Term: A term of membership on the CAB is for three years and may be renewed up to 9 years.

Conflict of Interest: In their capacity as CAB members, the members must act at all times in the best interests of CAB. CAB members have a duty to conduct themselves without conflict to the interests of Overture Center. In their capacity as members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of CAB. All actual and potential conflicts of interests shall be disclosed by members to the CAB Chair. A Conflict of Interest Statement will be signed by all CAB Members for the term of their appointment.

VI. Organizational Structure

Overture Center Foundation Board of Directors Liaison: CAB will have a OCF BOD Liaison elected for a one-year term who will provide quarterly written reports to the BOD and one in person report. Interested parties can nominate themselves at the last meeting of the membership year and will be selected by a selection committee from CAB, the BOD and Overture staff. At the OCF BOD Liaison's discretion, the OCF BOD Liaison may report on OCF BOD activity to CAB. The OCF BOD Liaison will not be a voting member of CAB.

CAB Chair and Vice-Chair: CAB will have a CAB Chair and Vice-Chair elected for a one year term. Interested parties can nominate themselves at the second quarterly meeting and will be selected by the CAB. A neutral third party shall count the votes, following procedural rules. The CAB Chair and Vice-Chair may be re-elected but serve no more than 3 terms.

The CAB Chair and Vice-Chair responsibilities include:

- Meeting at least quarterly with Overture Center's Director of Education and Community Engagement and Director of Diversity and Inclusion along with other relevant key staff to learn about organizational priorities and develop CAB's quarterly agenda items. The CAB Chair, or in the Chair's absence, the Vice-Chair will have final authority over the CAB agenda.
- Facilitating each quarterly meeting, establishing norms to ensure all voices are heard and respected.
- Working with CAB and Overture Center staff to accomplish follow up items from meetings.
- Creating and implementing program evaluation plans in collaboration with CAB members and Overture Staff.
- Providing quarterly written reports of CAB activity to the OCF BOD via consent agenda and one in person report at the annual open BOD meeting.
- Attending other relevant meetings as needed, such as the Madison Arts Commission meetings regarding the Overture annual review.

VII. Procedural Rules

Meetings: CAB will meet at least quarterly. Notice of upcoming meetings will be sent to members prior to each meeting. Information for agenda items requiring CAB feedback will be emailed to CAB members at least 5 business days in advance of the meeting.

Overture Staff Contact: Overture Center Staff, including the Director of Education and Community Engagement and Director of Diversity and Inclusion and relevant staff will collaborate with CAB members as determined by the actions of CAB and Overture.

Subcommittees: Any CAB Member, including the Chair and Vice-Chair may request a working group for a specific topic or short-term project providing a minimum of five people serve on the subcommittee.

Minutes: Minutes of each meeting will be kept by Overture's staff. CAB attendance, recommendations, and reports will be documented within the minutes. Minutes will be reviewed by the CAB Chair and Vice-Chair prior to dissemination. Copies of the final minutes will be distributed to CAB members upon completion, within 30 days of the meeting. Members can submit additions and corrections to the Chair and Vice-Chair within five business days of receiving them. If changes are made, a revised draft will be submitted.

Dismissal: Members who are absent from three meetings in a fiscal year or fail to fulfill responsibilities outlined in this charter will be considered to have resigned their seat. CAB will move to fill the position.

Public Announcements: While members are expected and encouraged to discuss Overture Center programming within the community, members shall work collaboratively with CAB Members and Overture Staff to report on CAB action.