



Committee Policies & Procedures Manual

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Contents

A Note of Thanks	2
General: Structure, Reporting, and Communication.....	3
A Note on Union Communications	4
Process and Protocol:	5
Creating an Event: Planning Checklist	6
Audio Visual Projects	10
Resources:	11

A Note of Thanks

Thank you for stepping up and getting involved in one of ACTRA Toronto's committees. We hope this manual will help to guide you and members of your committee as you set your objectives, and work toward your goals.

The work of your committee to reach out and engage members and potential members is helping to build a stronger union, and a stronger community of performers.

As we say in the ACTRA Toronto By-laws:

ACTRA Toronto is a member-run professional union composed of thousands of artists in many disciplines, who work together as activists in our common interest and in our common cause.

We fight for the interests of professional performers and artists in broadcast and recorded media.

We promote and celebrate Canadian stories and storytellers that reflect Canadian principles and values, championing voices of diversity, equity, inclusion and belonging.

We are committed to an industry that promotes gender equality and diversity; an industry that is free of harassment, discrimination, bullying and violence.

We seek fair pay, dignity, respect and working conditions that protect the physical, emotional health, safety and mental wellness of performers and artists in the workplace and work-related environments.

We advocate for respect and support for Canadian art and Canadian artists in our society.

We stand together in solidarity with our labour partners committed to equality, justice and inclusion in Canada and around the world.

Many thanks for your commitment, dedication and passion for Canadian culture, Canadian artists, and the union we have built together.

General: Structure, Reporting, and Communication

1. Committees are established by the ACTRA Toronto Council. Committees are not independent bodies. They derive their terms of reference and access to union resources from Council.
2. Committees report to Council through an ACTRA Toronto Executive Officer known as the committee executive liaison) and are supported by a designated ACTRA Toronto staff member (known as the committee staff liaison).
3. Committees, caucuses and task forces will be affirmed or dissolved in the first three (3) months following the election of the ACTRA Toronto Council. Appointment of chairs, co-chairs and vice chairs (if applicable) will be made at the same time. Committee chairs and co-chairs are volunteers.
4. Committees struck outside this timeline will provide recommendations for interim committee chairs, co-chairs, etc.
5. Each committee should have a Mission Statement and Mandate that clearly identifies the overall goals and objectives within the terms of reference set out by the ACTRA Toronto Council.
6. All committee chairs, co-chairs and all committee initiatives, public statements or communications from the committee should reflect the union's perspective and adhere to the union's policies. As members of ACTRA we have agreed to act in solidarity with our fellow members. Please refer to [ACTRA's Constitution](#), [By-laws](#), [ACTRA Toronto By-Laws](#), and the [ACTRA Toronto Equality Statement](#).
7. ACTRA Toronto committee chairs report to their assigned executive liaison and staff liaison on all initiatives. Approval by the executive and staff liaison is essential for all decisions.
8. Committee chairs agree to send in a report to the ACTRA Toronto executive liaison at least 2 business days prior to the ACTRA Toronto monthly Council meetings. These meetings are usually the first Tuesday of every month. This report will be presented by the executive liaison as part of their Vice President's portfolio report.
9. Terms are 2 years in duration. Council may review appointments as necessary. There is no limit to the number of terms a committee chair can serve.
10. Committee chairs should work with the executive and staff liaisons to set up a calendar of meetings and protocol for notifying and reminding people of meeting dates. Mailing and e-mail lists are maintained by ACTRA Toronto staff.
11. Ideally, committee chairs should send a draft agenda to committee members prior to a meeting. If this is not possible, a draft agenda should be presented at the start of a meeting.

12. Committee chairs are required to keep a written record of topics discussed, highlights of discussion and decisions taken at committee meetings. (*NOTE: Summary notes or “action” minutes recording key discussion points and decisions taken are sufficient - verbatim transcripts are neither required nor desirable.*) Minutes are to be shared with the staff liaison, the executive liaison and the President and reviewed and approved by committee members at the next meeting. Minutes are not for general distribution.
13. If committees would like to set up or maintain social media pages or groups, please work with the ACTRA Toronto Communications Department. Staff and executive liaisons should have administrative access to pages and/or groups. Please see [ACTRA Toronto’s Social Media Policy](#).
14. Please stay in touch with ACTRA Toronto’s other committee chairs. Sharing plans, invites and coordinating events will help to build support and get the word out to more people.

A Note on Union Communications

The purpose of all union communication is to build and maintain the solidarity of engaged and well-informed members who are kept in the loop through clear, consistent and inclusive messaging. The Communications Department can help create, edit, position and publish your committee communications within the context of the ACTRA Toronto’s larger vision.

While committee chairs and VPs may be encouraged to send notices, invites and updates to small “internal” distribution lists, it is preferable for the ACTRA Toronto Communications Department to create and manage appropriate distribution lists and use a mass email service like MailChimp, Constant Contact, etc. for those messages intended to be “broadcast” to an external audience (i.e. where consistency of union messaging becomes an issue).

That said, all committee messaging should be copied to the ACTRA Toronto Communications Department, not only as a courtesy, but so that they can:

- a. coordinate union messaging
- b. assist with committee messaging as needed/requested
- c. update the web Events Calendar
- d. include committee info in eblasts when appropriate
- e. add value by keeping committees updated with other union communications

Process and Protocol:

1. To book a boardroom for your meetings, email Freda Merritt Gambrill at fmerritt@actratoronto.com or telephone her at 416-928-2278.
2. To organize a virtual (i.e. Zoom) meeting or enable people to join your meeting virtually, please send a request to your staff liaison at least 3 days prior to the scheduled meeting.
3. The following members of staff and Council should be cc'd on all e-mail correspondence when and if the correspondence is directed at the entire committee.
 - a. ACTRA Toronto President David Gale at dgale@actratoronto.com
 - b. Your staff liaison and administrative staff as appropriate
 - c. Your committee executive liaison
4. Committees may determine their own meeting schedule, subject to any specific reporting requirements laid on the committee by Council. Keep the President, exec liaison and staff liaison informed of changes to the meeting schedule.
5. Committees are asked to develop annual plans in November for the following fiscal year March 1st -February 28th. The plan should include a narrative that describes goals, events, and activities along with an accompanying budget (if required).
6. All committee plans are approved by the executive liaison and staff liaison.
7. All eligible invoices must be approved by the committee's staff liaison and executive liaison.
8. To organize a virtual meeting or enable people to join your meeting virtually, please send a request to your staff liaison at least 3 days prior to the scheduled meeting.
9. As committees at ACTRA Toronto define their mandate and mission, they will determine how they will function best to meet their goals. Some committees are, at least initially, open to any member who is interested and available to attend. Others will have smaller, designated or appointed members. Members are not required to attend all meetings. Work comes first! However, members should follow the minutes, and provide input and feedback through to the Committee (Co) Chair(s), if they cannot attend meetings in person.
10. Upon discussion with Staff and Executive Liaisons, a member of a committee deemed to be counterproductive may be asked to step aside or reconsider their participation on the committee.
11. Fundraising initiatives undertaken by the committee must be approved by the committee staff liaison and executive liaison.

Creating an Event: Planning Checklist

How to begin

- You have an idea!
- Bring forward a proposal to the committee for discussion and decision-making. Once the proposal has the support of the committee, the Chair will then present it to the ACTRA Toronto executive and staff liaison for final approval.
- Create subcommittee/s if necessary

IMPORTANT: It is important to consider developing a written vision for the event. This digital document is easily distributed to all those involved and keeps the event connected to its original goals. Also, before sending anything out “into the world” on behalf of the committee, it must first be sent to the (Co) Chair(s) for approval. (Co) Chair(s) are responsible for forwarding to the Executive and staff liaisons.

Next step: is to create a checklist of goals

- Why** (objective of the event)
- Who** (participants)
- Where** (possible venues to be used)
- What** (description of the event plan)
- When** (set a tentative date based on Staff and location availability)

IMPORTANT: It is important to consider the following when determining the answers to the checklist above.

- All decisions should be made in tandem with ACTRA Staff.
- What is the capacity/accessibility of the venue?
- How many people can register or attend this event?
- Will you require chairs, tables, room set up?
- Do you have technical requirements i.e.: sound system, projector set up, laptop, camera,
- Do you require catering or food of any kind? If so, please ensure there is money allocated from the committee budget.
- Who is organizing the purchase of the food?
- Who is on your volunteer team? You can't do this alone.

What happens next?

IMPORTANT: If the initiative is approved, there are still things to consider.

- Please consider accessibility for our Physically Diverse members. (For all Committees this is essential as both the venue and the event must be accessible). This requires budget consideration.
- Revised and updated budgets, and all potential external funding must be considered and approved by Staff and the Executive before moving forward.
- Utilization of Staff time required to support Committee initiatives must be considered. ACTRA Toronto staff are unionized workers and do not generally work weekends, or holidays, unless requested and approved by the applicable ACTRA Toronto Manager.
- Dates must be coordinated with ACTRA Toronto staff to ensure there is enough staff support for running the event, and that the event does not conflict with other initiatives.
- For some ACTRA members-only events, it is strongly suggested that members who take part in our initiatives sign a “sign-in-sheet” complete with their ACTRA number and printed name, and e-mail contact information. These are used for the compilation of statistics and other data. Privacy is assured. Lists are not shared or sold.
- Create a list of stations and tasks during the event. Create an excel list of those tasks and ensure you have volunteers to fill the time slots, tasks.

Communication and RSVP Procedure

- ALL press releases and communications must be distributed through the ACTRA Communication Department. Communication staff should be contacted through your ACTRA Staff Liaison.
- If you are unsure whether a social media post is appropriate, please contact ACTRA Staff to confirm. All postings must be in adherence to [ACTRA Toronto's Social Media Policy](#).
- If your initiative requires an "intake" of ACTRA members, in most cases staff manages the RSVP list therefore participants will be asked to RSVP to the assigned staff member.
- If the "intake" procedure requires a check to see if members are in good standing, this can ONLY be done by ACTRA Toronto staff.
- Please keep in contact with staff to check on registration numbers. This will help determine if you need to close registration if it is too full, or open registration up to more people / push the event if sign up is low.
- A little blurb to send to people who have registered to confirm their registration; something like:
 - i. This is to confirm your registration for [EVENT NAME]
 - ii. Date, time and venue
 - iii. Items to bring (e.g., résumé, business cards, headshot...)
- A little blurb to send to people who have not been accepted for registration, something like:
 - i. We regret to inform you that you were not accepted for this event due to [REASON].
 - ii. Your name has been added to a waiting list
 - iii. Please try again in the future.

Creating and Disseminating Communications

- All ACTRA Toronto committee events and initiatives are ACTRA Toronto events and initiatives and must be appropriately branded. All communication including posters and invitations must include the ACTRA Toronto logo.
- For digital and social media communication you may want to make note of what will be covered at the event and include bios of any guest speakers / instructors
- Note **who** may attend (e.g., ACTRA members only, members of the DGC, members of LIFT, Ryerson graduates...)
- Include date, time, location
- Note whether there is a charge for attending the event and/or who may attend for free (e.g., free for ACTRA members, members of the DGC ...)
- Include RSVP information – to **whom** they RSVP, the **date** by which they must RSVP, and any information they must include with their RSVP (e.g., name, email address, union affiliation, demo reel, résumé). If it's an ACTRA members-only event, they'll need to include their ACTRA number so that Staff can ensure they are in good standing.
- Will snacks and drinks be provided? If so, say so! Free food is a big selling feature!

IMPORTANT: Once all this information is approved by the (Co) Chair(s), and ACTRA Staff, you will need to create a snappy invitation. Normally, this is done by ACTRA staff. If you plan to make the invitation yourself, discuss your plans with the Communications department, BEFORE you start designing. You must have final approval by ACTRA Communications before it is distributed.

- E-mail the invite to your target audience through ACTRA Toronto communications department.
- Request that the invite or the event be included in the ACTRA Toronto e-blast. This request must be made by the (Co) Chair(s) to the ACTRA Toronto Communications dept.
- If you are inviting specific groups to your event, forward the invite to your contact(s) for the group(s) and ask them to send the invitation out to their membership.

- If you are interested in reaching a wide target audience, post the invite on the corresponding Facebook page.
- Contact other committee chairs and ask if they would be willing to post on their committee FB pages and promote the event on your behalf.

IMPORTANT: Arrange for someone to photograph the event. We like to have photos to post on our website and document the exciting things happening. Make sure that ACTRA Toronto has the right to use the photos for non-commercial purposes without paying additional fees at any time and that the photographer is going to see the job through to the end, meaning, they must post and tag the photos as well.

And finally:

- If you have special guest(s), follow up with them and thank them for participating.
- Thank the staff and members who helped you out – everyone feels great when they are acknowledged for their hard work
- Follow up with participants, if necessary, to let them know the outcome of the event, or to report on action items created during the event.
- Send the photos to ACTRA Communications to post on the website and social media
- Most importantly: give yourself a HUGE pat on the back! You just did something amazing for your fellow Union members and you should be very proud! We thank you so much!!

Audio Visual Projects

ACTRA Toronto is a union of performers who work in recorded media and, from time to time, committees may wish to create audio visual projects to get their message out.

These projects may be produced under the Co-op Guideline. They can also be produced under the *Union Advocacy Project (UAP) Guideline*. The UAP Guideline is attached to this document.

Approved ACTRA Toronto Audio Visual Projects may have access to the Video budget line. The *ACTRA Toronto AV Project Approval Protocol* is also attached to this document.

Resources:

ACTRA’s Constitution and By-laws.....<http://www.actratoronto.com/constitution-and-bylaws/>

ACTRA Toronto’s By-laws.....www.actratoronto.com/constitution-and-bylaws/

ACTRA Toronto Operating Plan..... <https://www.actratoronto.com/operating-plan/>

ACTRA Equality Statement

Union solidarity is based on the principle that all union members are equal. Mutual respect, cooperation and understanding are our goals.

We neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct, based on gender, gender identity, sexual orientation, race, disability, age, class, religion, ethnic origin, membership category, work category or family status hurts and divides us.

Discrimination can take the form of harassment, defined as using real or perceived power to abuse, devalue, or humiliate.

Discrimination and harassment weaken our solidarity, reducing our capacity to work together on shared concerns, such as decent wages, safe working conditions and justice for all.

ACTRA activities are to be harassment-free zones where our members' dignity and equality are respected.

ACTRA's Constitution, By-laws, practices and collective agreements reflect our commitment to equality and respect.

Complaints of harassment and discrimination are taken seriously by ACTRA and should be directed to the President or their designate. All will be investigated and those substantiated will result in action by the Union.

ACTRA TORONTO SOCIAL MEDIA POLICY

Statement of Purpose

Social media discourse is public discourse and ACTRA members have the same rights and obligations online as they do offline. This policy describes ACTRA Toronto's approach to the administration of social media assets and establishes standards and sanctions for online behaviour in accordance with ACTRA's existing policies and procedures.

Introduction

Social media provides unique opportunities to engage in interactive discussions, share information, and build communities. For performers, it is an important forum for self-expression, self-promotion, networking, accessing work and connecting with audiences.

In this policy, "social media" refers to any facility for online publication and commentary. This includes but is not limited to blogs, wikis, forums and social networking sites such as Facebook, LinkedIn, Twitter, Instagram, TikTok, Reddit and YouTube.

I. ACTRA TORONTO ACCOUNTS

ACTRA Toronto maintains websites and social media accounts to communicate with members and the public, including producers, agents, casting directors and other industry partners and stakeholders.

"ACTRA" is a registered trademark. ACTRA has the exclusive use of the name and brand and may take action against unauthorized uses of the trademark.

ACTRA Toronto websites and accounts are administered by the Communications Department. Members wishing to have content appear on an ACTRA account can send their request to communications@actratoronto.com

Some committees have accounts which are administered by committee members under the direction of the Communications Department.

Removal of inappropriate content

ACTRA Toronto websites and accounts are moderated in accordance with existing ACTRA policies, applicable agreements and laws, including, for example, the ACTRA National [Constitution](#) and [By-Laws](#), the [ACTRA Toronto By-Laws](#), Equality Statement and the [ACTRA Toronto Discrimination & Harassment Policy](#).

Inappropriate posts will be removed or reported. Inappropriate content includes, but is not limited to content that is discriminatory, harassing, threatening, confidential or offensive. If a member refuses to remove the post from an ACTRA account, the member may be blocked, and ACTRA may contact the social media platform to have the content removed.

ACTRA Toronto will not discuss member complaints on social media. The content will be removed and the member may be referred to the appropriate ACTRA Toronto department for resolution.

II. MEMBER ACCOUNTS

Members are reminded of their rights and obligations under the law, as well as under the ACTRA Constitution and By-Laws, Equality Statement, collective agreements and contracts. Union officials, such as Council and committee members, may have additional responsibilities because of their position in the union and access to confidential information. Where appropriate, union officials should distinguish personal posts from posts as representatives of the union.

Confidential information

Disclosure of confidential information, including inadvertent disclosure, may lead to serious consequences for members. Confidential production information can include, for example, any information about the production (including photos from set or in wardrobe), character and script details; contact information for cast and crew; workplace disputes such as complaints, investigations, grievances and settlements. Confidential union information can include, for example, union communications, members' personal information, organizing and bargaining.

Intervention by the union

ACTRA Toronto may be required to intervene when members' personal use of social media is in breach of their professional obligations at work or responsibilities as members of the union.

For example, the union may intervene if a member posts content about other members or staff that is discriminatory, harassing, threatening, confidential or offensive. The union may also intervene if the health and safety of a member appears to be at risk.

Further, in certain circumstances, ACTRA Toronto may report online behaviour to the police.

III. VIOLATIONS AND CONSEQUENCES

Discipline Process

Complaints, Investigations, appeals and disciplinary consequences of violations under this policy will be dealt with under the process established in **ACTRA National BY-LAW NO. 7 – Member Conduct, Rights, Responsibilities and Discipline Process**

No Reprisals

Members will be protected from reprisal for reporting non-compliance with this policy

Union Advocacy Production (UAP) Guideline

The Union Advocacy Production (“UAP”) Initiative has been created to address and simplify the contractual obligations between ACTRA Toronto and its members working in audio/visual productions created specifically for and by ACTRA Toronto, its members and/or staff.

A Union Advocacy Production (UAP) is a production, approved by ACTRA Toronto, which is specifically intended to organize, lobby, communicate or market ACTRA Toronto initiatives, policies and/or positions to staff, governments, other unions and guilds, members of ACTRA Toronto and the public at large; to promote and otherwise advance the understanding of and respect for services provided by ACTRA Toronto, ACTRA National and/or its not-for-profit sister organizations (namely; AFBS, PRS/RACS); to educate ACTRA Toronto members, staff or the general public; and/or to improve ACTRA Toronto’s operations and/or its internal and external communications.

A Performer appearing in or recording a performance for a UAP may appear in or record a performance for the production either as themselves or as a character, host or spokesperson and may waive her/his fees.

UAPs must have an ACTRA Toronto Steward assigned to the project who will oversee the UAP Initiative.

A list of participating members and their membership numbers will be collected at the commencement of shooting/recording, and work reports will be completed, when required.

A UAP shall not be broadcast in any public medium without the express permission of ACTRA Toronto. In-house use or use on a password-protected website will be unrestricted.

Any ACTRA Toronto member or staff person may initiate a UAP by contacting **the Director of Communications and providing supporting documentation, as required**. Use of the finished production, however, will be at the sole discretion of ACTRA Toronto.

Should a UAP attract any revenue, the performers must be re-contracted under the appropriate ACTRA Agreement. Performers will be appropriately compensated according to the terms of the relevant Agreement and will be given an opportunity to negotiate through their agent.

ACTRA Toronto reserves the right to modify or cancel this initiative at its sole discretion.

ACTRA Toronto Union Advocacy Production Initiative

Name of UAP Production: _____

Purpose of Production: _____

Producer: _____

Date: _____

Member's Name	ACTRA Number	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(Additional performers names on reverse)

I have read the Union Advocacy Production (UAP) Guideline document above and agree to abide by its terms.

Signature: _____ Date: _____
Signature of Producer

Approval: _____ Date: _____
For ACTRA Toronto

A copy of this form will be kept on file and given to participating members at their request.

Member's Name	ACTRA ID	Signature
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

A copy of this form will be kept on file and given to participating members at their request.

