

## **2008 jury information package**

### **Preamble**

The Kitchener-Waterloo Arts Awards is committed to the selection (or appointment) of a jury consisting of individuals who are representative of the diversity and professional expertise in the local arts community.

Jury selection is based on set criteria (see Jury and Jury Chair Criteria).

Jury meetings are moderated and recorded by the Kitchener-Waterloo Arts Awards Committee's non-voting administrator. These records remain confidential and are filed for future adjudications.

### **Conflict of Interest Policy**

The Conflict of Interest Policy recognizes the inherent challenges presented when members of our community discuss the contributions of other community members. To acknowledge this, conflict of interest must be declared. Jury members are required to declare any conflict of interest prior to the beginning of jury discussions.

The jury member declaring a conflict of interest does not vote, but remains available to the jury as a reference.

For the purpose of this policy, conflict is defined as any relationship a juror may have with a nominated candidate in which the juror is currently

- > a full-time employer, employee, client, or fellow organizational member
- > involved with a direct financial interest in the success or failure of an application
- > the spouse, partner or immediate family member of the applicant or applicant organization
- > a senior staff member, contact or board member with the applicant or applicant organization
- > the spouse, partner or immediate family member of a senior staff person, contact or board member of the applicant or applicant organization
- > unable to assess an application objectively for any other reason.

**Statement of Confidentiality**

Jurors agree to assess the nominations of community members in adherence with the Conflict of Interest Policy.

Jurors agree to keep the contents of all nominations and the deliberations of all assessment meetings, formal or ad hoc, strictly confidential during the nomination process and forever.

Jurors will not communicate with one another about the awards process prior to the first meeting.

The names of the jurors will not be revealed to the public until the evening of the Gala Event. They will be published subsequently in The Record along with the printed announcement of the award winners.

**Signature of jury member**

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please list all selected winners

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Lifetime Achievement \_\_\_\_\_

Corporate Arts Supporter \_\_\_\_\_

Leading Edge \_\_\_\_\_

Literary \_\_\_\_\_

Mentor \_\_\_\_\_

Music \_\_\_\_\_

Open \_\_\_\_\_

Performing \_\_\_\_\_

Visual \_\_\_\_\_

Textile \_\_\_\_\_

Festival or Event \_\_\_\_\_

Festival or Event – Community Achievement \_\_\_\_\_

New Festival or Event \_\_\_\_\_

Special \_\_\_\_\_

Special \_\_\_\_\_

## **Selection of Jury**

### **Jury and Jury Chair Criteria**

- > Jury members must be practitioners, critics, educators or lay specialists in arts disciplines.
- > In addition to recognized expertise in their specific disciplines, jury members must have broad understanding of the community's various arts sectors. They bring aesthetic and historical knowledge to jury deliberations.
- > Jurors represent the diversity of the community in terms of gender and ethnicity.
- > Each year's Chair selects the next year's Chair from among the prior year's jury members.
- > The position of Chair is a three-year commitment from (1) jury member, to (2) Chair, to (3) Past Chair in order to ensure continuity.
- > Each year the Chair and Past chair select the jury.
- > The Chair ensures jury selection is in compliance with the Jury Criteria stated above.
- > Kitchener-Waterloo Arts Awards Committee members may not nominate awards candidates nor serve as jury members.

### **Jury Composition**

Jury members serve one-year terms. When five years have passed, they may serve again. The exception to this is the role of Chair.

Chair (Non-Voting, tie-breaker)	Leading Edge juror	Literary Sector juror
Mentor Sector juror (Past Chair)	Music Sector juror	Open Sector juror
Performing Arts Sector juror	Visual Arts Sector juror	
Textile, Fibre and Quilting Arts juror	Festival or Event juror (includes 3 categories 2008)	

The Chair and Past Chair have the right to invite a non-voting resource person to aid the jury, at their discretion. The K-W Arts Awards committee will provide a list of non-voting resource persons available for consultation.

Jury members cannot nominate or endorse nominations in the year that they participate on the jury.

## **Jury Procedure**

1. All jurors shall receive and familiarize themselves with the Jury Info Package, Kitchener-Waterloo Arts Awards background info and Confidentiality/Conflict of Interest Statements, prior to the first meeting of the jury. The Chair will orient the jury to the paperwork, and the jury procedure. The Arts Awards Administrator will make the Nomination Packages available to the jurors prior to the initial jury meeting.

Jury Chair will schedule the review meeting for a convenient time, 2 weeks subsequent to the dispersal of the materials.

Jury is requested to address any perceived areas of omission in Jury Composition in its first meeting and to discuss how to approach this with Committee Chair.

All nomination materials and meeting proceedings will be kept strictly confidential.

2. Committee Administrator/member will review all Nominations for eligibility and completion.

3. Jury may vote to redirect nominations from one category to another.

4. Jury reserves the right to award as it deems appropriate, including non-awarding of awards, or tie awards.

5. Jurors shall attend all scheduled meetings, once all have agreed to the Terms of the jury. Chair and jury will establish when replacements are required or not in cases of Conflict of Interest, illness or absence.

Jury Chair will facilitate discussion of jury procedure.

Scoring sheets will be provided for jury discussions, as per judging criteria.

6. All jurors will review all materials and each juror will facilitate discussion and initiate the vote in their sector. The Lifetime, Corporate and Special Jury Award categories do not have a designated representative on the jury, so the discussion in these categories shall be facilitated by the jury as a whole.

Leading Edge juror will work with the jurors in the respective categories in discussing the Leading Edge nominees, as a mentoring process.

7. Minutes will be taken at all meetings by the non-voting committee administrator. Meetings are chaired by the Jury Chair. Minutes are not available to the public at any time.

8. Jurors will initial the list of winners compiled by the Jury Chair.

No materials will be copied or retained by jurors. All will be returned to the Arts Awards Administrator. No jury member shall make materials available to the media or to the public.

9. Jurors will receive no monetary compensation. They will not attend the Arts Awards Recognition Reception. Two complimentary tickets will be given to each Juror to the Arts Awards event at The Centre In The Square, Sunday, June 7, 2009, 6:30 – 11:00 pm.

10. Chair will lead the jury through a process to create a statement to be read at the Awards Event as to why each winner was selected.

### **Nomination and Award Criteria**

The Nomination Process and criteria are governed by the mission of the Kitchener-Waterloo Arts Awards to create a strong public forum in which the community expresses its recognition for the diversity of its artists.

Nominees are assessed by the jury based on the following criteria:

1. Artistic excellence
2. Sustained development over a minimum of 3 years in the Region of Waterloo
3. Impact on local Region of Waterloo community
4. No Conflict of Interest

Each juror will review nominations for conflict of interest with nominees. In such cases, the juror will be involved in the discussion but will not vote. Nominations made by direct family members or any organization nominations made by staff or board members, will not be considered.

An award will not necessarily be given out in every category. Jury reserves the right to not award any particular award or an award in any particular category, based on its judgment and the Nomination and Award Criteria.

The jury reserves the right to redesignate the category selected by the nominator to another category.

Only current nominations are eligible for consideration. Nominations from previous years will not be considered; however renominations are acceptable.

The Committee retains a Legacy database of names selected by the jury from public nominations (or from other sources) to be used when issuing Lifetime and Corporate Awards. This database is updated each year based on jury recommendations.

**Lifetime Achievement Award:** The Lifetime Achievement Award is selected by the jury, recognizing a lifetime dedication to the arts. The jury selects this award from the Legacy database and from the year's current nominations. This award is granted as deemed necessary by the jury. Although this is not an official nomination category, the public may contact the Committee to suggest candidates for the database for the Lifetime Achievement Award.\*

The jury may also add names to the Legacy database for the Lifetime Award.

**Corporate Arts Supporter Award:** The Corporate Arts Supporter Award is selected by the jury, recognizing significant corporate support of arts and culture. The jury selects this award from the Legacy database and from the year's current nominations. The Corporate Arts Supporter Award is awarded annually. Although this is not an official nomination category, the public may contact the Committee to suggest candidates for the Legacy database for the Corporate Arts Supporter Award.\*

The jury may also add names to the Legacy database for the Corporate Arts Supporter Award.

**Leading Edge Awards:** Leading Edge nominations are open to artists, in any artistic field, who are under 25 years of age by December 31 of the year in which they are nominated.

Traditionally, up to 4 Leading Edge Award winners are chosen by the jury. However, the jury, at its discretion, may choose fewer than 4 Leading Edge award winners in any year.

**Special Jury Awards:** The Special Jury award or awards may be selected by the jury from the year's nominees. The Special Jury award is not necessarily awarded each year.

\*The community is invited to contact the K-W Arts Awards to suggest candidates for the Lifetime and Corporate Arts Supporter Awards, for consideration by the jury.

In the past, nominations for deceased community members have been accepted by the jury. They are not part of the Jury's deliberations for specific Arts Award categories. However, they are considered part of the total nominees for the year. They are transferred to the Special Jury Award category and are considered by the jury in the Special Jury Award deliberations.

## **Jury Chair Definition of Duties**

### **Purpose:**

To co-ordinate the Kitchener-Waterloo Arts Awards jury process, including establishing a panel of qualified individuals within each sector and one General Arts Community juror to judge nominees and select winners.

To co-ordinate this process in the most fair, transparent and respectful method possible and to the best of their abilities.

### **Duties:**

1. Assist with the recruitment (with the assistance of the Past Chair) and orientation of qualified jurors from peers and public nominations (when available).
2. Conduct any research and networking necessary to prepare a list of diverse and informed jurors according to the description of Jury Composition and the Mission Statement of the Kitchener-Waterloo Arts Awards.
3. To provide orientation and facilitation (meeting Chair) for jury and to ensure information is distributed, forms signed and materials retained, in accordance with the guidelines for Jury Proceedings.
4. To schedule and supervise jury sessions.

Scheduling assistance will be provided by the Committee Administrator.

Committee Administrator will record Confidential Minutes at jury meetings.

5. To request additional information on candidates as deemed necessary by the jury.
6. To prepare a confidential list of winners and any appropriate biographical information. To provide jury rationale for each Award Winner. Given the confidentiality of the list of winners, winners' names will only be announced to the media and public at the Arts Awards Event.

The Committee Administrator will be available to assist.

7. To serve as Past Jury Chair the following year.
8. Jury Chair is to emphasize the importance of the current jury continuing to be part of the process in future and making nominations, especially of individuals perceived as worthy recipients who are not awarded in any given year.
9. To co-select the upcoming jury with the Past Chair.
10. To attend the Gala Event and represent the jury.

**Responsible to:**

Jury, Kitchener-Waterloo Arts Awards terms, public.

**Resources:**

A budget sufficient for juror hospitality, administrative requirements (i.e. phone calls, materials, room bookings) will be provided.

**Term of Office: 3 year term**

The Jury Chair acts as Jury Member for the first year (voting)

and serves as non-voting Chair (except in the case of a tie vote) the following year. For the third year, the Chair returns as Past Jury Chair (voting).

**Qualifications:**

Recognized expertise in personal field as well as broad understanding of the arts community and the arts sectors at large in the community.

Excellent interpersonal skills.

Fairness and recognized commitment to the health and diversity of the arts community.