



Nepalese Culture Centre (NCC) Charter

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Approved By: NECASE Executive Board

1. Objective:

The objective of Nepalese Culture Center (NCC) is to promote Nepalese culture, arts, music, traditions, and heritage as stated in the NECASE objectives.

2. Scope:

The NCC will cover the following programs.

- (i) Nepalese Dance School
- (ii) Nepalese Music School
- (iii) Nepalese Language School
- (iv) Nepalese Poem / Literatures reviews/ drama

3. Glossary:

NECASE: Nepalese Canadian Society of Edmonton

NCC: Nepalese Culture Center

NCC SC: NCC Steering Committee

NECASE Event Coordinator: Coordinator for the NECASE events such as Heritage Festival, Dashain, etc as appointed by the NECASE Board/NECASE Program VP

4. Coordination of the NCC Programs:

- (i) Coordinator for each program of the NCC: NCC SC will nominate one or more Coordinator(s) for each program of the NCC.
- (ii) The Coordinator will be a voluntary job (not paid).
- (iii) The tenure of the NCC Coordinator will be for a year from January to December of the Calendar year.
- (iv) The duties of the NCC Program Coordinator will be as follows:
 - (a) Promote, communicate, organize and document the program (scope) he/she is responsible for.
 - (b) Solicit, select and appoint instructor(s) for the program (Dance School, Music School) as applicable
 - (c) Determine the fees for the participants of the program (students) and honorarium for the instructor(s) in consultation with all stakeholders (Participants group and NCC SC).
 - (d) Collecting the fees from the program participants; paying the honorarium to the instructor(s) and keeping the records of it.

- (e) Collaborate with the NECASE Event Coordinator when requested to participate in the NECASE event in every possible way to make the NECASE Event successful.

5. NCC Sustainability:

All the programs that can be operated by NCC through user fees shall be run on a self sustaining basis to cover expenses for tutors or refreshment during the routine instruction season. The program will be paid for by the participants of the program if any monetary expenses are incurred during the instruction period. NCC may seek financial support from NECASE for other capital and operating expenses by submitting proposals to the Board in a format suitable for possible approval from NECASE through AGLC program funds, should it fall under financial priorities set by NECASE.

- (i) **Participants Contribution:** Participants will provide the monetary and voluntary contributions for the program they are attending as determined by the Coordinator of the program in consultation with the Participants group and the NCC SC.
- (ii) **NECASE Support:** NECASE will provide the space for the above programs to run in the NECASE building. NECASE will put its best effort to provide the equipment and other materials needed for the NCC programs as far as its financial situation permits. The decision to procure the equipment and materials for the NCC program needs to be taken by the NECASE board once formal recommendations are received from the NCC SC.

6. Participation on NECASE Events:

- (i) Participants of the NCC programs will perform in the NECASE Events as requested by the NECASE Event Coordinator through the respective NCC Program Coordinator.
- (ii) The NCC Program Coordinator will collaborate with the NECASE Event Coordinator in every possible way to make the NECASE Event successful.
- (iii) In return, the NECASE Event Coordinator will come up with the appropriate rewards for the participating NCC performers as agreed between the NECASE Event Coordinator and the NCC Program Coordinator. Rewards can be in the form of gifts, money or recognitions.

7. NCC Steering Committee (NCC SC):

- (i) **Appointment and Composition**
 - NECASE Board will appoint the NCC SC for one year term, renewal to two years.
 - NCC SC will compose of seven members from the NECASE members in good standing.

- NECASE board will appoint one of the NCC SC members as the Chairperson of the NCC SC.
- (ii) Accountability
- NCC SC Chairperson will give each member in the NCC SC accountability for overseeing and supporting at least one NCC program.
 - NCC SC will nominate the Coordinator(s) for each program. NCC SC may nominate one of its members as the NCC Program Coordinator.
 - NCC SC will ensure that there is no conflicting schedule to use the NECASE building/space/equipment among various programs.
- (iii) Relation with NECASE Board
- NCCSC Chairperson will update the progress of NCC programs in the regular NECASE board meeting, at least once in every three months.
 - NECASE Board may suggest any appropriate measures to NCC SC to make the NCC programs more effective.