

**Spokane All-City Jazz Ensembles
Board Member Job Descriptions
September 2006**

Board Executive Director

Two year term

A member of the board

Serves as Chief Volunteer

Is a partner with the Musical Director in achieving the organizations' mission

Provides leadership to the Board of Directors as necessary and sets policy

Serves ex officio as a member for committees and attends their meetings when invited

Discusses issues confronting the organization with the Musical Director

Helps guide and mediate Board actions with respect to organizational priorities and governmental concerns

Reviews with the Musical Director any issues of concern to the Board

Monitors financial planning and financial reports

Engages with legal counsel as required

Reviews contracts and tax issues for the Board

Plays a leading role in fundraising activities and grants

Formally evaluates the performance of the Musical Director and informally evaluates the effectiveness of board members

Evaluates annually the performance of the organization in achieving its mission

Performs other responsibilities assigned by the Board

Board President

Minimum 2 year term

Maximum 2 consecutive terms (4 years)

Shall have served as a Board Member for at least one year

Establishes objectives and an agenda for the organization

Presides over monthly board meetings and/or annual board meetings or retreats

Monitors Committee Chairs

Sets and monitors the annual budget in consultation with the Treasurer and Executive Director

Performs ceremonial duties, i.e. makes introductions/announcements at events

Responds to membership concerns that can not be handled by Committee Chairs

Chair the Recruiting and Audition Committee

Board Vice President

Two year term

Chair Concert Committee

Organize and coordinate programs with the Musical Director

Attend monthly board meetings and/or annual meeting or retreat

Work with the Musical Director and Administrative Asst as needed

Board Treasurer

Minimum 2 year term

Chair Finance Committee

Assist President, Committee heads, and Executive Director with developing a balanced Budget for the fiscal year

Attend monthly Board Meetings and/or annual meeting or retreat

Handle the finances of the organization including income and disbursement

Submit monthly report to the Board of the status of the budget

Prepare the annual tax return

Sign checks if the Executive Director is not available

Prepare and submit annual recap to the Board prior to the new season

Board Secretary

Minimum 2 year term

Attend monthly Board Meetings and/or annual meeting or retreat

Take minutes of each Board Meeting including all motions and votes

Record actions authorized by the Board

Submit Board Meeting notes and actions within 7 days of the Board Meeting to the Executive Director and distributes final copy to other Board Members

Board Member (no less than three members)

Minimum 1 year term

Attend monthly Board Meetings and/or annual meeting or retreat

Volunteer to Chair a specific committee as the need arises

Provide a monthly written report of committee activities to the Board, if Committee Chair

Attend organization functions, greet members and guests

Portray the organization and its activities positively to the community