

Board of Directors Job Description

Title: Member, MYS Board of Directors

Reports to: Board Chairperson

Term: _____ years, expiring _____



August 2011

The governance, management and ultimate responsibility for carrying out the mission and purposes of the corporation will be vested in the Board. All actions of the Board, its officers and/or agents shall be in conformance with the provisions of the Articles of Incorporation, Bylaws, Administrative Policies and Procedures of Minnesota Youth Symphonies, and the State and/or Federal Laws, to which MYS is required to conform. Minnesota Youth Symphonies is a nonprofit youth orchestra program, established in 1972, to provide the highest level of pre-professional orchestral training possible. Our management team consists of the Board of Directors, co-artistic directors, executive director, development officer, operations manager, administrative assistant/communications coordinator and staff librarian. In addition, the artistic staff includes orchestra conductors, coaches, instructors and a host of volunteers.

MYS Core Value: *Inspiring excellence, responsibility and respect through education, love and support.*

MYS Core Purpose: *Minnesota Youth Symphonies enriches and inspires talented K-12 orchestral musicians by providing professional, conservatory-style experiences, and thrills audiences with outstanding performances of orchestral repertoire.*

- *MYS cultivates leadership in students by fostering a sense of commitment, modeling, demanding excellence and encouraging achievement.*
- *MYS broadens cultural horizons, develops a sense of community and cultivates a life-long love of classical music in audiences comprised of students, families and concert-goers.*

MYS Vision: *Young people who study and perform with Minnesota Youth Symphonies achieve a level of musical excellence second to none and thrive as well-rounded learners and thoughtful contributors to the civility of a complex and challenging world. Ever-growing audiences, supportive alumni, and enduring community partnerships are evidence of the love for music and commitment to music education that MYS has inspired.*

Overall Board Purpose

- Approve the Institution's philosophy and review management's performance in achieving it.
- Annually assess the environment and approve the Institution's strategy in relation to it.
- Annually review and approve the Institution's plans for funding its strategy.
- Review and approve the Institution's long-term financial goals.
- Annually review and approve the Institution's budget.

Board Responsibilities:

In Support of the Organization as a Whole

- Annually observe the artistic staff in rehearsal and provide input to the executive committee.
- Be assured that the organization has a management and artistic succession plan.
- Be assured that the status of organizational strength and manpower planning is equal to the requirements of the long-range goals.
- Recruit Board members and fill vacancies as needed.
- Annually review the performance of the Board and take steps to improve its performance.

With Regard to Program Operation

- Review the results achieved by management as compared with the Institution's philosophy, annual and long-range goals, and the performance of similar institutions.
- Be certain that the financial structure of the Institution is adequate for its current needs and its long-range strategy.
- Approve capital expenditures, major program and service changes, and other major actions of the Institution.

In Support of Audit Guidelines/Requirements

- Be assured that the Board and its committees are adequately and currently informed – through reports and other methods – of the condition of the Institution and its operations.
- Be assured that published reports properly reflect the operating results and financial condition of the Institution.
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Institution, and is diligently administering and enforcing those policies.
- Appoint independent auditors subject to approval by members.
- Review compliance with relevant material laws affecting the Institution.

Individual Board Member Roles/Responsibilities

- Attend 80% or more of the scheduled Board meetings, actively participate and show personal commitment to the achievement of Board goals.
- Review Board materials and be well informed and prepared for meetings.
- Actively serve on a minimum of one Board committee.
- Contribute skills, knowledge and experience when appropriate.
- Listen respectfully to other viewpoints.
- Assume leadership roles in all Board activities, including fundraising.
- Make a personally meaningful gift to the annual fund of MYS, preferably but no necessarily at the Conductor's Circle level (which may include a corporate matching gift)
- Support the MYS Gala by purchasing a table or get 8 people to purchase a ticket.
- Support the MYS concerts by purchasing tickets and attending public performances.
- Cultivate donors by bringing potential donors to MYS concerts and other MYS events.
- Serve as an advocate for MYS to the public, businesses and the community.
- If appropriate, contribute or arrange for in-kind contributions such as: printing, design, mailing, database management, legal, accounting, investment, or administrative services. Such donations will be acknowledged in all lists of donors.
- Help with Board recruitment by suggesting names of prospective Board members and participate in their introduction to MYS and their enlistment or solicitation.
- Be informed on the needs of the people that MYS serves.
- Permit MYS to list your name in its season programs, website and other MYS publications.
- Attend MYS concerts and special events.

Schedule of Meetings

The full Board meets on the second Tuesday of each month except for July, at 6:30 p.m. at the MYS office in St. Paul or other designated location. The October meeting is the annual meeting and includes election of Board members and officers. Additional committee meetings may also be scheduled as needed.

Board/Staff/Committee Organizational Structure

The Board may determine the need to add or combine committees. Established committees are posted below. However, in any given season, with the exception of the Executive Committee, the full Board may be engaged in all committee responsibilities.

- The President of the Board recommends the establishment of committees.
- The Board approves the creation of committees and assigns responsibilities.
- The President requests volunteers to staff committees.
- The committees work with the executive director, where appropriate, to devise a plan of action.
- The Board approves the committee's plan of action.
- The committee and the executive director implement the plan of action.
- The committee chairperson reports to the Board president.

Board committees:

Executive Committee: This committee is comprised of the Board president, vice-president, treasurer, secretary and the executive director. The Board president or executive director may call meetings of this committee as needed. This committee reviews the budget before presenting it for approval to the full Board; reviews the annual audit and tax return and keeps current with the financial status of the organization; reviews legal documents and contracts; serves as personnel and human services management for all paid staff including salary negotiations, approval of annual performance, and approval of compensation and benefits where applicable; and sets the Board meeting agendas. The Executive Committee often must make decisions between full Board meetings; depending on the action required, these decisions are then put before the full Board for ratification.

Governance Committee: This committee will review the By-laws and Policies at least every-other-year or as determined by changes made in the operation of the Board. The committee will review the organization's Policies and Procedures Manual to make sure stated policies and procedures are being carried out or recommend any updates or revisions. This committee also reviews all risk-management policies and makes sure they are enforced and kept current. The Board president appoints the chairperson for this committee.

Nominations Committee: This committee is responsible for researching and securing candidates to replace outgoing Board members and for presenting a slate of candidates to the full Board for approval. The Board president appoints the chairperson for this committee.

Alumni Association Committee: This committee is charged with generating and administering activities and events that will engage MYS alumni and encourage their support of the current program. This committee will provide support for developing several aspects of alumni involvement, including: alumni as audience members, alumni donor support, alumni volunteers, alumni social opportunities and ambassadors of the MYS program and create activities for the 40th anniversary celebration to raise the public profile of MYS and engage both current and alumni students in the celebration.

Gala Committee: This committee is charged with mounting the annual gala and silent auction event by establishing the budget, setting ticket price and registration process, selecting the location, creating a theme and entertainment, developing a strategy for publicity and advertising, recruiting volunteers, and setting up an evaluation process to help create long-term goals/strategies for the gala.

Marketing & Publicity Committee: This committee works in conjunction with the MYS office staff to establish goals to market MYS effectively and to bring recognition to its students, increase audience attendance and help recruit new students to MYS. They plan to achieve these goals should include: announcing concerts; recruiting members; promoting MYS as an asset to the culture of the community; utilizing the MYS website and getting exposure on local media.

If you have any questions about the job description, please contact Vicki Krueger at 651-699-5811 or vlkrueger@mnyouthsymphonies.org.

MYS Board of Directors Application

Date of Application: _____

Name: _____

Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____ Fax Number: _____

Cell Phone: _____ Email: _____

Prefer phone calls at: Work Home Cell Phone
Prefer mail delivered via: Work Home Email

Employer: _____

Position: _____

General Responsibilities: _____

Please check areas of experience that apply to you:

- | | | |
|--|---|---|
| <input type="checkbox"/> Prior non-profit board experience | <input type="checkbox"/> Finance | <input type="checkbox"/> Special Events/Conference Planning |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Legal | <input type="checkbox"/> Youth Development Experience |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Services | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Management | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Training | <input type="checkbox"/> Other _____ | |

Indicate any boards you have served on and your role on the board.

Please tell us a little about yourself and why you would like to serve on the MYS board of directors. Please feel free to attach a resume or additional information.

Background checks are required for all board members. Please forward your application to Vicki Krueger, at vlkrueger@mnyouthsymphonies.org, or mail it to: Minnesota Youth Symphonies, 790 Cleveland Avenue S, Suite 203, St. Paul, MN 55116. Thank you.