

Job Description for Member of Board of Directors of Cantabile Youth Singers

Our Mission

Cantabile Youth Singers brings world-class artistic excellence in vocal music instruction to children and youth of Silicon Valley by creating a supportive, enriching choral community for all, fostering the innate beauty, talent, and individual freedom of expression within each singer and engaging them in performances of the highest caliber.

Position/Qualification

The Board of Directors (Board) is the governing body of the non-profit entity, Cantabile Youth Singers. It supports the work and mission of Cantabile and provides mission-based leadership and strategic governance. While day-to-day operations are led by Cantabile's Executive Director (ED), the Board is committed to providing the resources required to deliver the annual fundraising plan, a willingness to share professional expertise, volunteer experience and personal networks for the advancement of Cantabile's objectives and goals. Specific responsibilities include:

- In collaboration with the Executive Director and Artistic Director, define the mission, goals, and strategic direction of the organization.
- Represent Cantabile's stakeholders by acting as an advocate/ambassador to encourage community participation from our enrolled families, community partners and corporate leaders.
- Make a financial contribution that is significant and meaningful to you. Cantabile expects 100% of the Board to donate annually with a minimum contribution of \$2500.
- Support fundraising activities through actively determining strategies including identifying, cultivating and soliciting prospective donors, sponsors and event participants.
- Prepare for, attend and actively participate in monthly board meetings, strategy sessions and trainings to ensure that board directives are carried out effectively.
- Provide financial oversight through approval and monitoring the performance of the annual business plan and budgets in accordance with established policies and procedures.
- Ensure that Cantabile has reasonable resources to accomplish its objectives and goals.
- Led by the President and Personnel Committee, recruit, direct and evaluate the annual performance of the Executive Director and Artistic Director.
- Assist the ED and Personnel Committee in identifying and recruiting a diverse board and staff that reflects our constituents.
- Serve on a minimum of one committee per season with the option of serving on special assignments as they are developed.

Ensure that controls are in place for compliance with applicable federal, state, and local laws and carry out other duties required by the By-Laws.

Board Term

Cantabile's Board Members serve a minimum term of two years and many Board members serve for 6 years or more. Board meetings are held monthly except in July, and committee meetings are scheduled monthly, bimonthly, or quarterly depending on committee priorities and requirements.

Committees

Board members are expected to serve on a minimum of one committee per season.

Current committees include:

- Board Development/Nominating
- Development
- Finance
- Marketing
- Personnel

Members of the Board of Directors can expect:

- An atmosphere that welcomes new ideas, respects individuals, and supports the achievement of personal and professional objectives, and the opportunity to network with other key community leaders who have a similar desire to serve the community.
- Appreciation for sincere efforts toward the accomplishment of our mutual objectives.
- A positive and close working relationship with staff members who are knowledgeable and dedicated, and who respect the volunteer-time you devote by putting it to the best possible use.
- Accurate and timely reports from staff to support your decision-making.
- A written job description for committees including the outcome objectives desired.
- The sense of achievement that comes from working with other committed individuals to provide a service and program valued by our community.

Joining the Board

The general process and guidelines for joining the Board are as follows:

- Attend a minimum of three Board meetings.
- Speak to each Board Member about roles and responsibilities and to get information about the Board.
- Identifying a Board committee to join.
- Board Votes on candidate membership after review process, usually 3-6 months.