

FRIENDS OF MUSIC ORGANIZATION STRUCTURE

BOARD OF DIRECTORS

Structure and Schedule

The Board consists of at least seven and no more than 20 members and include the organization's four officers (President, Vice President, Secretary, Treasurer). Members serve renewable 1 year terms. The Board is elected at the last Board meeting of the fiscal year (June). Vacancies may be filled by an affirmative vote of a majority of the then-members of the Board at any time. Meets every month or at the call of the President.

Role and Responsibilities

1. Sustain the mission of Friends of Music.
2. Oversee all operations of the organization and ensure operations are conducted in a proper and effective manner.
3. Develop and maintain policies consistent with the organization's mission.
4. Provide proper financial oversight. The Board must review and approve the annual and monthly financial reports, accept fiduciary responsibility for the organization's actions, and insure that proper financial controls are in place.
5. Present an Annual Report at the end of the fiscal year (June) for the benefit of Members and the community.
6. Establish and maintain long-range planning for the organization utilizing a five-year plan that is reviewed and updated annually (through the annual planning and budgeting process) with input from the Board's committees.
7. Ensure legal and ethical integrity and maintain accountability.
8. Enhance the organization's public standing. The Board should articulate clearly the organization's mission, accomplishments and goals to the public in order to promote support from the community.

INDIVIDUAL BOARD MEMBERS

Roles and Responsibilities

1. Be informed about FoM's mission, policies, and programs.
2. Attend monthly and special meetings of the Board.
3. Be a chair or working member of at least one FoM committee, and attend regular and special meetings of such committees.
4. Committee Chair is responsible for keeping copies of committee documentation and ensuring final drafts are provided for the organization's files.
5. Assist the Board in carrying out its fiduciary responsibilities, including reviewing the organization's annual and monthly financial statements.
6. Support the mission of FoM by making a personal financial contribution to the organization. Become a Member of FOM and pledge in kind and/or actual dollars.
7. Assist in the organization's fundraising efforts as needed including recommending potential financial and in-kind donors to the President and Development Committee.
8. Attend as many of FoM's concerts and special events as possible.
9. Assist in FoM's growth and development by recommending potential Board nominees and volunteers.
10. Help promote the organization in the community by serving as ambassadors of the organization's mission and programs

STANDING COMMITTEES

Concert Management & Hospitality

The committee oversees the facility set-up and break down for rehearsals and concerts finding volunteers or hiring help as needed. Assigns volunteers to greet and sign-in patrons and provides a staffed hospitality room with food and beverages for musicians. Members of the committee also host or find overnight lodging for musicians as needed.

Development

The committee oversees all aspects of fundraising focusing on the following areas: Membership and donations, corporate support, grants, events and concert program advertising. The committee is responsible for identifying and cultivating new prospects and stewarding current Members and donors. Ensures all fundraising information on the website is current, correct and updated in a timely fashion.

Education

The committee serves as a liaison with the music teachers in Jefferson and Berkeley Counties. Through an application review process, the committee provides grants up to \$500 each in educational support to enhance public school music programs. In addition, high school seniors intending to pursue musical studies after graduating can apply for \$500 scholarships. The committee also works with both public school and private music teachers to arrange opportunities for meaningful interactions between music students and professional musicians.

Governance

The committee ensures that the Board is in compliance with all governing documents. The committee assumes responsibility for maintaining the organization's bylaws, proposes updates, and creates other governing documents as needed. The committee is also responsible for the recruitment of new Board members and presenting potential candidates to the Board for consideration.

Publicity & Marketing

The committee is responsible for promoting Friends of Music events and the Two Rivers Chamber Orchestra concerts to the public via print and social media utilizing news releases, community calendars, event posters, radio ads as well as Facebook and website postings. The committee designs and produces the concert programs and distributes concert program notes to Members prior to concert performances.

MEMBERSHIP

Many patrons support Friends of Music through an annual membership. The \$150.00 fee covers admission to all five of the season's concerts. A personalized membership card replaces tickets and may be shown at the door. In addition to free concert admission, Members also receive pre-concert dinner discounts at various Shepherdstown restaurants, advance email delivery of concert program notes and information; invitations to attend all Chamber Orchestra rehearsals and special events; and discounts on composer biographies and other music books at Four Seasons Books.