



CLERESTORY BOARD MEMBER POSITION DESCRIPTION

Members of Clerestory's board share a commitment to supporting the special musical experience that is the essence of Clerestory, and to stewarding the organization so it can thrive sustainably.

The board is a "working board" whose members contribute with their time, talents, and treasure. Each Board Member is entrusted with individual responsibilities as a part of his or her Board membership as well as meeting general expectations of all board members. Broadly, board members:

- Contribute – rolling up their sleeves to make the concerts possible and making a meaningful contribution
- Represent – serving as ambassadors of Clerestory to friends, family, audience members, and the public
- Steward – making responsible decisions for Clerestory's long-term health

Members are expected to meet high standards of time investment, volunteerism, and collegiality.

RESPONSIBILITIES & EXPECTATIONS

Expectations, and responsibilities, of Board membership are as follows:

Term: Board Members shall be elected to an initial term of one year after which they serve for terms of three years, ending on the date of the July Annual Meeting of the expiration year. There is no limit to the number of terms a Board Member may be elected to serve. If a new Board Member is filling an existing position vacated by a departing member, then he or she will serve out that existing term before election to a new term.

Compensation: Board membership is an unpaid, volunteer position. Reasonable expenses will be reimbursed.

General Expectations:

Clerestory's 2007 organizational bylaws specify that Board Members shall perform all agreed-upon duties, supervise one another to ensure the performance of duties, and specify responsibilities within the organization.

Board Members should commit themselves with regard to the following:

- Know the organization's mission, goals, activities, history, strengths, and needs.
- Undertake special assignments generously and serve in leadership positions.
- Suggest possible nominees to the Board who can make significant contributions to the organization's progress.
- Attend and assist with one or more performances per concert project (i.e., 3 or more per

- year).
- Actively encourage acquaintances to attend concerts through personal invitations, social media, etc.
- Where appropriate, participate in select cultivation and solicitation activities for key donors (e.g., receptions, private events)
- Maintain independence and objectivity and act with a sense of fairness, ethics, and personal integrity, even though this may not be required by law, regulation, or custom.
- Never offer or accept favors or gifts to or from anyone who does business with the organization.
- Contribute to the organization's annual fundraising efforts according to his or her ability (gifts have ranged from \$100 to more than \$1,000)

Board Meetings

The Board's governance functions take place principally at its regular meetings. There are typically six meetings per season, Therefore, individual Board members are expected to:

- Prepare for meetings, including drafting and reviewing committee reports.
- Attend all meetings and retreats, either in person or via teleconference, except in the case of unusual extenuating circumstances. Advance notice of necessary absences is requested when possible. Board meetings take place on a schedule agreed upon by the board.. There are typically six meetings per season. Because members live around the Bay Area, sometimes making in-person attendance impractical, just two meetings per season are designated for in-person attendance, once in the fall and once in the spring.
- Participate in meetings with forethought, respect for colleagues, critical thinking, and attention to results.
- Ask timely and substantive questions at Board and committee meetings consistent with the Board member's conscience and convictions, while at the same time supporting the majority decision on issues decided by the Board.
- Maintain confidentiality of the Board's executive sessions and as otherwise required, and speak for the Board or organization only when authorized to do so.
- Suggest agenda items periodically for Board and committee meetings to ensure that significant matters are addressed.
- Review, comment, and vote on meeting minutes promptly upon being made available.
- Board Members are also encouraged to participate regularly in organizational business and conversation that take place over email, online documents, etc.

1. Committee Participation

Every Board Member must be an active member of one or more of the organizational committees described briefly below, with the same expectations as listed above:

- The **Artistic Committee** discusses and makes decisions regarding concert programming, project scheduling, season planning, artistic partnerships, and singer membership. The Committee regularly solicits input on all of these matters from all the singer-members, as well as from outside advisors as needed. The Committee will also co-lead the rehearsal process during concert projects.

- The **Development Committee** is responsible for coordinating all the organization's efforts related to donated revenue, including stewardship of contributors, cultivation of new prospects, budgeting, fundraising communications, and grant proposals.

- The **Finance Committee** is responsible for overseeing all revenue and expenditures, tracking the organization's bank accounts, developing the annual budget for Board consideration, and coordinating all tax and other governmental filings,

- The **Marketing [Communications] Committee** is responsible for all the print and digital marketing, publicity, and communications necessary to promote Clerestory's mission and concert season. The Marketing [Communications] Committee is also broadly responsible for providing the messaging put forth by members of the Ensemble, Board, and other Clerestory representatives, including talking points about the group and its activities.

- The **Operations Committee** scouts and secures venues for concerts, recruits volunteers for concerts, coordinates concert audio recordings and other production tasks, coordinates with the Marketing Committee on ticketing, organizes and oversees front of house procedures at concerts, and spearheads logistics of post-concert receptions.