



## *Board Member Roles, Responsibilities & Commitment*

### **Major Areas of Board Responsibility**

- Provide vision and direction for the Coeur d'Alene Youth Orchestra (CDAYO) and its programs through strategic planning
- Select, support and evaluate the staff
- Establish and monitor policies as needed
- Ensure fulfillment of not-for-profit legal requirements and standards
- Determine and monitor major annual programs
- Approve budgets and monitor financial performance
- Assist in financial and other resource development
- Utilize regular strategic planning, evaluation and other analysis to assure that the CDAYO is effectively fulfilling its mission and purpose

### **Board Member Position Description and Commitment**

- Attend regular monthly meetings of the Board, which are each approximately one to two hours on duration and held on the 1<sup>st</sup> Thursday of each month. Be accessible for personal contact in between board meetings
- Attend the annual parent meeting of the CDAYO each fall and each seasonal CDAYO concert
- Provide leadership to Board projects and tasks as directed
- Commit time to develop financial resources for the organization. This includes making a personally meaningful financial gift as well as supporting other fund development activities of the organization in a manner appropriate for board members. The CDAYO Partner level begins at \_\_\_\_\_, but of course, the sum is your decision
- Responsibly review and act upon recommendations brought to the Board for action
- Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board prior to each Board meeting
- Participate in the annual Board planning meeting held in the fall of each year
- In general, utilize personal and professional skills, relationships and knowledge for the advancement of the organization

I am aware that this Board member position description is an expression of good faith and provides a common ground from which Board members can operate.

If at any time I feel that I am unable to fulfill the responsibilities and functions of this position description, I agree to discuss in good faith with the Board President the option of relinquishing my responsibilities to the Board.

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**Board Member's Signature**

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**Date**

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**CDAYO President's Signature**

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**Date**



## *Job Descriptions of Board Officers*

### **ELECTED OFFICERS**

- The elected officers of the Board shall consist of a President, Vice President, Secretary, and Treasurer, and shall be elected from members serving as Directors
- The Directors shall have the power at any time to create additional offices
- All offices shall be one-year terms. Officers shall hold office until the next Annual Meeting and until their successors are elected and qualified. In no event shall an officer hold office for more than three (3) consecutive terms

#### **President**

- The President shall preside at all regular and special meetings of the Directors and shall perform such other duties as determined by the Directors
- The President shall present at the June meeting a report on the activities of the Board of Directors during the preceding year
- The President shall enforce the Operating Procedures and Guidelines of the Coeur d'Alene Youth Orchestra Board of Directors
- The President shall be Chairman of the Executive Committee and shall preside over all meetings of said Committee
- The President shall appoint the members and designate the chair of standing and other committees and shall be an ex-officio member of all committees

#### **Vice President**

- In the absence of the President, the Vice President shall perform all duties of the President
- The Vice President shall coordinate all volunteers
- The Vice President shall function as the organization historian

#### **Secretary**

- The Secretary shall record all proceedings of the Coeur d'Alene Youth Orchestra Board of Directors and the Executive Committee at their respective meetings. It will be the responsibility of the Secretary to track the terms of every Director
- The Secretary shall notify Directors and Executive Committee members of their respective meetings and shall perform such other duties as Directors shall prescribe

## **Treasurer**

- The Treasurer shall be the chief accounting officer of the Coeur d'Alene Youth Orchestra Board of Directors
- The Treasurer shall provide the leadership and direction to insure all treasury functions are accurately carried out in accordance with the Coeur d'Alene Youth Orchestra Board of directors
- The Treasurer shall present monthly reports to the Coeur d'Alene Youth Orchestra Board of Directors
- The Treasurer shall be responsible for the preparation of the annual operating budget and submission thereof to the Coeur d'Alene Youth Orchestra Board of Directors for approval