

The Institute of Music for Children

Board of Trustees Member

Job Description

Organization

The Institute of Music for Children is a 501(c)(3) organization guided by its vision of H.A.R.M.O.N.Y. – Helping Achieve Responsible, Motivated, Optimistic, Neighborhood Youth – the Institute of Music for Children is building a community of high-achieving citizens who are arts lovers and arts makers through professional instruction, mentorship, and family engagement.

Each year, the Institute provides over 1,000 New Jersey youth with affordable, high-quality arts training in a creative and nurturing environment. The Institute broadens participation in the arts in underserved communities through tuition assistance, bi-lingual staff and promotional materials, and urban outreach initiatives.

Position Description

The board of trustees is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

Responsibilities:

- Protect and steward the mission of the organization and abide by all by-laws
- Be familiar with the organization's programs, policies, and operations
- Attend all scheduled board meetings and appropriate committee meetings unless excused
- Actively serve on at least one committee and offer to take on special assignments
- Read and prepare all necessary materials in advance of board and other meetings
- Solicit donations from individuals and from organizations in-line with the Institute's core values
- Make every effort to support the development of our board by identifying a potential new board member
- Support the Governance Committee by identifying prospective new board members, in keeping with their outlined criteria
- Participate in strategic planning retreats and board workshops
- Counsel the executive director as needed
- Strictly adhere to conflict of interest and confidentiality policies

Time Demands (approximate):

- Attend and actively participate in board meetings (3 -4 board meetings annually, approx.. 2 hours in length)
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual planning retreat (1 day per year)

- Attend annual board member trainings or workshops (approx. 3-4 hours)
- Attend and actively participate in the annual meeting (approx. 2-3 hours)
- Attend special events such as fundraisers and performances (at least two events per year recommended)
- Attend new board member orientation (approx. 3-4 hours)
- Meet with potential donors, funders or stakeholders to advocate for the organization, answer questions, etc. (approx. 4 hours annually as needed)

Financial and Resource Development Expectations:

- Make a minimum personal contribution of \$250 signifying that the Institute is a personal philanthropic priority
- Seek a minimum of \$750 in donations for the year
- Be actively involved in the organization's fundraising events and responsible for selling a minimum of ten tickets to the annual gala-type event
- Recruit sponsors, as needed
- Identify and cultivate potential donors