

# THE MARKET STREET SINGERS BOARD OF DIRECTORS

## JOB DESCRIPTIONS

TMSS members elect directors at large at the Annual Meeting held each November. Directors at large then elect officers including: president, vice president, secretary and treasurer. Non-profit regulations require a minimum of three directors with no specified upper limit. New directors will read relevant documents and view Boards in Gear videos prior to an orientation session.

### **Directors' duties:**

- Read and understand TMSS bylaws
- Read and understand TMSS articles of incorporation
- View Boards in Gear videos (approx. one hour)
- Understand budget and review periodic financial reports
- Participate in orientation sessions for new directors on an as needed basis
- Volunteer special skills useful to the operation of the organization
- Participate actively in board meetings
- Volunteer for various tasks undertaken by the board
- Work cooperatively with the artistic director
- Promote the interests of the organization in the community
- Suggest fundraising opportunities
- Consider participating in a committee
- Help recruit new directors when necessary

### **President's *additional* duties:**

- Arrange and participate in orientation sessions for new directors
- Prepare preliminary and final agendas for board meetings
- Chair board meetings
- Assist in coordinating committees
- Sign and mail various documents related to the Civic Partners grant
- Sign various TMSS checks as needed (president, treasurer and bookkeeper only)
- Assume miscellaneous duties as needed

### **Vice President's *additional* duties:**

- Act in the absence of the president

### **Secretary's *additional* duties:**

- Take notes at board meetings and prepare board minutes
- Submit board minutes to full board at least one week prior to subsequent board meeting
- Respond to directors' input on minutes

### **Treasurer's *additional* duties:**

- Collect, reconcile and deposit: members' contributions and music fees; contributions from the public at musical events; proceeds of special events (rummage sale, annual meeting). Enlist a second "counter" at public and special events.
- Maintain a receipt book for cash contributions
- Coordinate with bookkeeper on various record keeping tasks
- Participate in internal audits
- Chair Fundraising Committee
- Sign various TMSS checks as needed

approved