

SPIRITFUL VOICES™ **JOB DESCRIPTION**



Spiritful Voices Community Choir, Inc. • PO Box 720468 • Oklahoma City, OK 73172-0468 • 405-414-SING (7464)

JOB TITLE: Member, Board of Directors

COMPENSATION: Volunteer position. No compensation provided.

BACKGROUND:

Spiritful Voices Community Choir is a 50-voice adult mixed choir organized to share choral music with the community through a number of quality performances during biannual tours that include public venues, retirement communities, skilled-care facilities, nursing homes, and shopping malls in central Oklahoma. The choir is an independent, not-for-profit 501(c)(3) tax-exempt performing arts charitable organization formed in 1999 to promote the talents of non-auditioned, volunteer adult singers and instrumentalists of varied ages and diverse backgrounds. The choir is not affiliated with any church, religious organization, or political group. The choir's repertoire includes a broad range of light secular and sacred choral works--from pop to classical, jazz to Broadway show tunes, and folk songs to spirituals.

DUTIES AND GENERAL AREAS OF RESPONSIBILITIES:

The Board of Directors is the legal governing body of this not-for-profit charitable organization. The primary duties of a Member of the Board of Directors are to (1) attend meetings of the Board of Directors; (2) select and manage an Executive Director for the organization to conduct its day-to-day business; (3) stay actively informed about the organization's happenings and development through email, printed announcements, and other communication; (4) present a positive perspective of the charitable performing arts organization to members of the community whenever the opportunity arises; and (5) actively pursue needed funding for the organization through the solicitation of corporate sponsorships and gifts, public donations, foundation grants, and other fundraising avenues. The Board of the Directors is involved in the strategic, long-range planning of the organization; and provides oversight to the organization's assets and financial operations. Board members are responsible for creating, reviewing, and modifying policies and procedures for the organization, and provide assurances that staff and volunteers in the organization are following Board policies. Such policies may relate to: internal controls, accounting procedures, purchases, memberships, and personnel.

QUALIFICATIONS:

The ideal member of the Board of Directors is a community-minded, high-profile citizen who possesses a strong background in civic and community service, particularly related to the support of the performing arts and not-for-profit charities. A member of the Board of the Directors of Spiritful Voices Community Choir, Inc., should ideally have expansive relationships with other business, community, and political leaders, and be willing and able to utilize and develop such relationships for fundraising and other purposes to the benefit of this 501(c)(3) tax-exempt performing arts organization.

APPLICATION:

Interested applicants should send a letter of introduction via email to: svladovich@spiritfulvoices.org, or via U.S.P.S. mail to: Sam P. Vladovich, Executive Director, Spiritful Voices Community Choir, Inc., PO Box 720468, Oklahoma City, OK 73172-0468.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Attend all annual and special meetings of the Board of Directors.
2. Actively serve as an ambassador for the community chorus, talking about the group whenever appropriate and seeking opportunities to encourage friends, relatives, co-workers, neighbors, and others to support Spiritful Voices in a variety of ways.
3. Individually identify, pursue, and cultivate funding sources in excess of \$5,000.00 (total) annually from foundations/grants, corporations and individuals.
4. Provide personal financial support to the organization through tax-deductible contributions made in the annual Board individual giving campaign.
5. Collaborate with the Executive Director and with other members of the Board of Directors in the development and implementation of short and long range organizational and financial plans.
6. Motivate, support and nurture the organization's volunteer base.
7. Review and approve the organization's mission, vision and overall performance.
8. Annually assess the ever-changing environment of the performing arts sector in central Oklahoma, and approve the organization's strategies in relation to it.
9. Annually evaluate the performance of the Executive Director.
10. Annually review the performance of the Board of Directors and take steps to improve its performance (including recommendations for its composition, organization, and responsibilities).
11. Ascertain that the financial structure of the organization is adequate for its current needs and approve the annual budget.
12. Provide candid and constructive criticism, advice and comments to other members of the Board and to the Executive Director.
13. Approve major actions of the organization, such as capital expenditures on all projects over authorized limits or major changes in programs, services, mission, etc.
14. Adhere to and abide by the Bylaws of the organization, and vote to make changes to the Bylaws as deemed necessary.
15. Create, review and modify policies and procedures for the organization relating to internal controls, accounting procedures, purchases, memberships and personnel; and provide assurances that staff and volunteers in the organization are following Board policies.
16. Remain current on the activities of the organization by faithfully following its publications, reports and publicity.