

Fun Times Singers Board of Director Duties

The Fun Times Singers is a non-profit corporation with a membership structure. As such, the decisions about how the organization should be run come mostly from the members, but the directors elected to the board serve as representatives of the members of the chorus for the purpose of refining and implementing the policies of the organization.

Fun Times Singers does not employ a management staff so the Board of Directors is responsible for the management of chorus operations in general. In this regard, candidates for the Board should expect to put in a few extra hours performing tasks that keep the chorus running smoothly. Of course, the board is also expected to form committees of members to help with these tasks, so not all of the extra work falls on the shoulders of the board members.

Much of the board business is conducted using email and the FTS website. Board members should be comfortable with these technologies and diligent about checking for board email frequently (at least a couple of times a week). Issues are discussed and voting sometimes occurs over email. Also, the board will occasionally conduct its monthly meetings through video conferencing (ZOOM), so a candidate should be comfortable using this technology as well.

President

The President is the most visible agent of Board decision-making and is responsible for making sure the business of the organization is conducted in an orderly and timely manner.

The successful President is proactive at working issues and a good communicator who is comfortable working with members and shaping the solutions carried out by other board members. The President needs to have good meeting chairmanship skills to conduct effective board meetings.

The President needs to be able to communicate the musical goals and preferences of the membership to the musical staff ~~contractors~~ employees and provide constructive feedback on the progress towards achieving the musical objectives and the effectiveness of the musical staff efforts.

Specified Duties:

- a. Preside at all Board meetings whenever possible;
- b. Set the date of Board meetings; prepare and distribute agendas for all Board meetings in a timely fashion;
- c. Work with the Treasurer and corporate accountant to ensure that the corporation responsibilities are met, including federal and state requirements, payment of taxes and other obligations, and collection of revenues;

- d. Work with the Treasurer and Board to review financial reports and to monitor costs and expenditures;
- e. Perform other duties as associated with the office.
- f. Serve as the manager for the musical staff employees.
- g. Provide regular guidance regarding employee work assignments and annual feedback (performance reviews).
- h. Process and address employee complaints regarding working conditions or safety issues.

Vice-President

The Vice-President needs to have skills similar to the President's since the Vice-President will step in if the President is no longer available to function in the role.

The Vice-President should have good project management skills since the major duty of the Vice-President is to coordinate the activities of the various member committees and report back progress or issues to the Board of Directors.

Specified Duties:

- a. Assume the duties of the President in the event of the President's absence;
- b. Coordinate the FTS committees on behalf of the Board;
- c. Report FTS committee status, progress, and issues to the Board as needed.

Secretary

The Secretary is responsible for keeping the corporate records and communications of the board and needs to be comfortable with various computer applications used to perform these tasks. A successful Secretary is organized and timely in the job of keeping the corporate records up-to-date.

Specified Duties:

- a. Record, maintain and publish the minutes of Board meetings in a timely fashion, typically within two weeks of a Board meeting;
- b. Keep a record of formal Board actions in a Minute Book;
- c. Maintain a Corporate Record Book, consisting of articles of incorporation, bylaws, list of names and addresses of Directors, a membership roster, and state registration forms;
- d. Keep a record of all formal correspondence from the FTS Board to outside parties;
- e. Keep a record of all correspondence between the membership and the Board.

Treasurer

The Treasurer in our small organization serves both an accounting and financial planning role. The accounting duties involve the management of our revenue stream and our expense accounts and includes safeguarding the corporate assets. The financial planning duties involve working with the board members to

construct viable budgets each year and providing leadership in eliminating unnecessary operating expenses.

Specified Duties:

- a. Prepare an annual budget for the organization;
- b. Work with the corporate accountant to prepare financial reports, including federal and state tax documents, as needed, and to ensure that all financial obligations are met;
- c. Manage the bank account of the organization, sign payment checks, and endorse deposits;
- d. Provide financial reports as requested by the Board;
- e. Oversee ticket sales for concerts and ensure their deposits into an FTS bank account.
- f. Maintain the account records (Quickbooks)
- g. Collect and maintain employee legal forms regarding taxes and benefits
- h. Collect and maintain employee and contractor information as needed by California EDD
- i. Maintain and interact with the payroll system on behalf of the FTS employees
- j. Provide annual insurance documentation for General Liability and Worker's Compensation policies
- k. Participate in the financial planning for future sessions

General Directors

The duties of a General Director are not as specific as for the named corporate officers (President, VP, Secretary, Treasurer). Instead, the General Directors are expected to help out with tasks and projects that fall outside of the areas covered by the corporate officers. One of the main roles of a General Director is to represent member concerns when conducting board business.

Successful General Directors look for opportunities to pitch in and take tasks that are not being covered by the corporate officers. This especially applies to tasks that require reaching out to the membership through informal canvassing. Another contribution suitable for the General Director is conducting outside research on issues that come before the board that require specific knowledge not readily available during board meetings.

Here is a sample list of contributions we expect from the General Directors:

- Attend monthly board meetings.
- Participate in discussions and help resolve any pending issues.
- Volunteer to work on tasks and projects that contribute to the chorus operations. Examples might be
 - Working with a recruiting committee
 - Working on FTS bylaws/policies revisions
 - Planning and executing a back-to-session social
 - Participating in annual performance feedback with choral director