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## **Board Member Job Description PineCone – the Piedmont Council of Traditional Music, Inc.**

Together with the Executive Director, the Board of Directors for **PineCone–the Piedmont Council of Traditional Music, Inc.** ensures effective and fiscally sound programs and operations by providing leadership, advice, and direction to staff and volunteers.

The Board of Directors are trustees who act on behalf of the organization and its constituents, including service recipients, funders, members, the government, and taxpayers. The Board of Directors has the principal responsibility for fulfillment of the organization's mission and the legal and financial accountability for its operations. This means that as a group they are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, hiring a competent executive director and providing adequate supervision and support to that individual, fund raising and ensuring financial solvency of the organization, interpreting and representing the organization to the community, and instituting a fair system of policies and procedures for human resource management.

### **BOARD MEMBER JOB DESCRIPTION**

The Board of Directors is a potent and proactive force working on behalf of the organization in the community. Board operations will be carried out by the balance of the board. Each board member will be expected to:

- Have a direct, personal knowledge of and passionate commitment to the organization's vision, values and programs and actively participate in these programs and all appropriate meetings. Ideally, board members arrive at meetings prepared and ready to engage in thoughtful dialogue, and there is a group process which generates and uses the best thinking of its members.
- Serve as an activist for the organization in the community; and seek access into new arenas of influence and support on behalf of the organization.
- Make a leadership contribution to the organization's annual operating fund raising and development program based appropriately on that individual board member's ability.
- Participate appropriately in the organization's overall operating fund raising and development program, helping especially in areas of developing new relationships and cultivation activities.
- Be aware of and seek out individuals from the community who need to connect with the work of the organization as new audience members and in order to expand the circle of support and reach within the larger community.
- Serve on at least one committee and attend all of those meetings. Committees include the Executive Committee (chaired by the President, limited to officers only), Finance Committee (chaired by the Treasurer), Nominating Committee, and Development Committee.
- Be open to self-evaluation and regularly review their own composition to ensure constituent representation, and board expertise and commitment. Board is responsible for evaluating and determining compensation for the executive director.
- Undertake projects, participate in task forces or on committees as requested or assigned by the professional and board leadership, and bring any special expertise to bear as needed and requested.

### **BOARD LEADERSHIP JOB DESCRIPTIONS**

The key leadership of PineCone's Board of Directors is divided up into four separate roles:

#### **I. PRESIDENT**

The Board President is a key internal leader helping to lead, manage and support the board to be as effective as possible. The President works closely with the Executive Director especially in fund raising and development to make sure the board is getting good information about the organization and clear information and directions regarding roles and responsibilities. The President is especially alert to helping each and every board member achieve his/her potential as a board member.

Subject to the Board of Directors, the President has general charge of the business of the Corporation; keeps the Board of Directors fully informed of the business of the Corporation; may sign and execute all authorized contracts, or other obligations in the name of, and on behalf of, the Corporation, and without further authorization than these presents, may sign all checks or drafts upon funds of this Corporation in its name and on its behalf. Subject to the approval of the Board of Directors, the President has the power to fix the salary of all employees of the Corporation; and shall have the power to discharge all employees of the said Corporation, subject to the confirmation of the Board of Directors. The President generally conducts the affairs of the said Corporation and performs such other duties as, from time to time, may be assigned the President by the Board of Directors. The President presides at all meetings of the Board of Directors.

**II. VICE-PRESIDENT**

The Board Vice-President is a key support leader to the President, assisting the President in his or her duties and acting as the President in his or her absence. The Vice-President shall not, however, be authorized to sign checks or drafts upon funds of the Corporation. Upon occurrence of a vacancy of the office of President, the Vice-President assumes the Presidency for the remainder of the term of office. The Vice-President performs other duties as may be from time to time assigned to him or her by the Board of Directors.

**III. SECRETARY**

The Board Secretary serves as the key internal support leader who helps assure that each board member receives good and timely information about the organization's needs, plans and activities, and clear direction regarding roles and responsibilities. The Secretary verifies signatures and is responsible for ensuring that accurate records are kept. The Secretary keeps a record of the minutes of all meetings of the Board of Directors; gives notice of meetings as provided by the by-laws; and performs such other duties as may from time to time be assigned to him or her by the Board of Directors. The Secretary presides at all meetings of The Board of Directors in the absence of both the President and the Vice-President.

**IV. TREASURER**

The Board Treasurer is the principal interface working with the Executive Director monitoring and maintaining appropriate focus on finances. The Treasurer verifies the financial process and ensures legal and financial compliance and accountability. The Treasurer has custody of all the funds and property of the Corporation, and has the power to sign checks and drafts of the Corporation. The Treasurer manages the board's review of, and action related to, the board's financial responsibilities; may work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems; ensures that appropriate financial reports are made available to the board. The Treasurer keeps full and accurate account of all moneys received and paid on account of the Corporation which truly reflects all the financial transactions and conditions of the corporation. The Treasurer chairs the Finance Committee and reviews all relevant information and documents pertinent to the annual audit with the Executive Director before any documentation is sent to the external auditors as well as to review the audit after the auditors have completed their initial report. The Treasurer presides at all meetings of the Board of Directors in the absence of the President, Vice-President and Secretary; and has such further powers and duties as shall be, from time to time, conferred upon the Treasurer by the Board of Directors.

The above leadership team of the board, combined with the Executive Director and appropriate other staff, form the Executive Committee whose primary responsibilities include strategic planning and implementation and ongoing identification and recruitment of potential new board and resource people.

**TERM LIMITS:**

Board of Directors agree to serve two-year terms. Directors may serve three consecutive two-year terms of office but must remain off the board for at least one year before participating as a director again. Directors' terms will be staggered so that all terms will not expire on the same year.

**QUALIFICATIONS FOR SERVICE:**

- Familiarity with and commitment to the organization's mission, vision, values and programs
- Comfortable with leading/participating in fund raising activities
- Initiative
- Integrity
- Analytical ability
- Sensitivity
- Leadership
- Good decision making ability
- Planning skills, and ability to organize and monitor work



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### PineCone Prospective Board Member Questionnaire

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Birthday \_\_\_\_\_

Occupation \_\_\_\_\_

Summary of your work experience \_\_\_\_\_

\_\_\_\_\_

Educational Background \_\_\_\_\_

\_\_\_\_\_

Why do you wish to serve on the Board of Directors of PineCone – the Piedmont Council of Traditional Music, Inc?

\_\_\_\_\_

\_\_\_\_\_

What expertise/skills would you bring to the Board? \_\_\_\_\_

\_\_\_\_\_

Have you been active with PineCone or any traditional music organization? If so, please describe:

\_\_\_\_\_

\_\_\_\_\_

Describe any other community group(s) or organization(s) in which you've participated, and your role in each.

\_\_\_\_\_

\_\_\_\_\_

What networks in the community do you have access to? \_\_\_\_\_

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