Northwest Girlchoir
Board of Directors Member Job Description

Members of the Northwest Girlchoir Board of Directors are volunteers who accept legal, fiduciary and planning responsibility for the organization.

Northwest Girlchoir mission
We transform the lives of girls and young women through outstanding music education, dynamic choral performances, and an enduring community.

Position
The board will support the mission of Northwest Girlchoir through leadership and supportive governance. The board works in partnership with the Executive Director and the Artistic Director to ensure the mission of the organization is achieved. Specific board member responsibilities include the following:

Leadership, Governance and Oversight
- Serve as a trusted advisor to the Executive and Artistic Director as they develop and implement Northwest Girlchoir’s strategic goals
- Regularly evaluate the impact of Northwest Girlchoir, measuring its performance and effectiveness using established outcomes and metrics
- Approve Northwest Girlchoir’s annual budget, financial statements, and material business decisions; be informed of, and meet, all legal and fiduciary responsibilities
- Contribute to an annual performance evaluation of the Executive and Artistic Directors
- Assist the Executive Director and Board President in identifying and recruiting other Board Members
- Partner with the Executive Director, Artistic Director, and other board members to ensure that board resolutions are carried out
- Serve on at least one committee, and take on special assignments as needed
- Represent Northwest Girlchoir to stakeholders; act as an ambassador for the organization
- Ensure Northwest Girlchoir’s commitment to a diverse board, staff, and choir population
Fundraising, Finance, and Engagement
Northwest Girlchoir Board Members will consider Northwest Girlchoir a philanthropic priority and make annual gifts that reflect that priority. So that Northwest Girlchoir can credibly solicit contributions from foundations, organizations, and individuals, Northwest Girlchoir expects to have 100 percent of Board Members make an annual contribution of an amount that is meaningful to them. Other expectations are listed below:

- Attend Northwest Girlchoir’s Spring Fling fundraiser
- Attend the Choir Kickoff & Potluck in September and at least 4 of our major concerts throughout the year
- Support and take part in Northwest Girlchoir’s fundraising efforts, including connecting new donor prospects to the organization and stewarding donors over the phone and at events
- Advise Northwest Girlchoir Executive Director on budget creation and implementation
- Review compensation recommendations made by the Executive Committee for Executive and Artistic Director

Board Terms/Participation

- Serve a three-year term and be eligible for re-appointment for one additional term
- Attend all regularly scheduled board meetings, 10 meetings per year including the orientation and two retreats per year
- Prepare for all board and committee meetings by reading all advance materials and requesting clarification and/or additional information prior to the meeting

Qualifications
Ideal candidates will have the following qualifications:

- Leadership experience, teamwork, reliability, and strong communication skills
- Expertise in one or more of the following areas: finance, human resources, marketing, fundraising, strategic planning, non-profit/business management, community engagement and collaboration, music education, youth leadership and development, and racial equity initiatives.
- Savvy diplomatic skills and a natural affinity for cultivating relationships
- Personal qualities of integrity, credibility, and a passion for transforming girls’ lives through music