



HIAWATHA MUSIC CO-OP

BOARD OF DIRECTORS INFORMATION AND JOB DESCRIPTION

The HMC has a 10 member volunteer Board of Directors. Open nominations are accepted at the annual Members Meeting in November. Nominees provide the attending Members a brief overview of their interest in serving on the Board and specifying his/her qualifications to serve, including evidence of his/her active participation in, contributions and commitment to, and awareness of the Organization's mission.

HMC members must be in good standing and have been a member for at least 6 months in order to be nominated to the Board. The board meets on the second Wednesday of each month from 5:30-7:30pm. Board Members who miss 3 consecutive meetings may be asked to resign. Board Members are encouraged to take an active role in the HMC events and the annual Festival and to be involved in a standing committee. Terms are 3 years with the option to run for a second term and then you must be off the Board for 1 year before accepting a nomination again. (an exception is made if a Board member is elected to fulfill a partial term) Each new Board member will attend an Orientation for new Board members that occurs each January. This Orientation includes review of job description, review of current strategic plan, review of mission statement, review of current annual event calendar.

Mission Statement:

A. This Corporation is organized exclusively to provide and promote traditional American music, educate and inform society on traditional American music, and encourage the appreciation of such music through the facility of an Annual Traditional American Music Festival.

B. The purpose or purposes for which the corporation is formed are as follows: To operate exclusively for charitable and educational purposes and for the promotion of social welfare.

Board Member Responsibilities

The HMC Board Members are responsible:

- to know the group's mission
- be good stewards and help nurture the organization
- provide oversight, governance and help plan for the future
- create and modify governance and policy, which sets the direction and establishes parameters on how the organization will operate.
- hire, delegate responsibilities and evaluate an executive director
- establish an annual budget
- ensure there are adequate resources and manage these resources effectively
- help develop strategic plans and monitor the impact of programs and services

Board Member Job Description

- Be committed to the organization and group process
- Attend Board meetings, Annual meeting, yearly retreat and annual festival
- Attend orientation for Board members
- Understand the legal responsibility as trustee of the organization
- Prepare in advance for all board meetings
- Make decisions based on the mission of the organization and what is best for those you serve
- Encouraged to Chair or co-chair one standing committee
- Recruit new organization members and member volunteers to serve on committees
- Notify staff or secretary if unable to attend a meeting
- Annually evaluate Executive Director
- Help secure necessary resources for the organization
- Be available via electronic email for periodic policy/decision e-votes and ongoing communication with office

Benefits

- 2 Festival tickets, plus 3 complimentary tickets, 1 parking pass, 1 camping tag, option for Thursday night camping, meals at Musician's Cafe

Board Officer Duties

- Secretary. Records minutes for Board meetings and sometimes other committee meetings. Makes all minutes available to board members in advance of next scheduled meeting. Responsible for minutes being posted on HMC website.
- Treasurer. Works with Executive Director and Financial advisor to monitor account balances and transfer Coop funds as needed. Prepares a treasurer's report for monthly BOD meetings. Has check signing privileges.
- Vice President. Chair Board meetings when President is not in attendance. Works with president to oversee director and represent Hiawatha in Official capacity when needed.
- President. Creates agenda for meetings and acts as Chair for board meetings. Communicates with Director often to oversee Hiawatha Business office operations and Festival. Has check signing privileges.