

Voices for the Performing Arts Foundation Board Member Duties 2.1

<p>President</p> <ul style="list-style-type: none"> ▪ Oversees all committees ▪ Conducts board meetings ▪ Liaison with Sherwood School District 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board ▪ Hours per week 10-20
<p>Vice President</p> <ul style="list-style-type: none"> ▪ Oversees fundraising, marketing ▪ Helps devise and implement a VPA business plan ▪ Organize VPA board trainings and retreats ▪ Attends monthly board meetings ▪ Liaison with Sherwood Cultural Arts and Foundation for the Arts 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 10-20</p>
<p>Secretary/Treasurer</p> <ul style="list-style-type: none"> ▪ Attends monthly board meetings ▪ Prepares minutes of meetings/distributes to board ▪ Oversees legal, non-profit details ▪ Files forms with IRS, and other legal obligations ▪ Pays bills, cuts checks ▪ Collects and keeps accounting for moneys from performing group dues, concert admissions, and all donation ▪ Keeps records for bank account ▪ Draws up income/expense reports for each concert or sponsored event ▪ Sets up yearly budget for review, and monitors expenses throughout the year ▪ Attends monthly board meetings 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 5-10</p>
<p>Historian/Webmaster</p> <ul style="list-style-type: none"> ▪ Keeps historical records of concerts, grants-given and received, scholarship, and other VPA activities. Electronic and hard copies of pertinent information. ▪ Writes quarterly newsletters for VPA friends ▪ Maintains VPA website by posting information regularly to promote the VPA and performing groups ▪ Attend monthly board meetings 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 10-20</p>
<p>Artistic Director</p> <ul style="list-style-type: none"> ▪ Designs, selects, and creates concert and event concepts for fundraising purposes. Approval of each event will be given by the VPA board. ▪ Musical director of at least one performing group ▪ Attends monthly board meetings 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 20+</p>

<p>Fundraising Director</p> <ul style="list-style-type: none"> ▪ Runs campaign for “Friends of VPA” membership drive ▪ Sends solicitations to business ▪ Sends thank-you letters, and follow ups to donors ▪ Arranges presentations to community groups ▪ Works directly with Grant Writer 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 5-10</p>
<p>Marketing Director</p> <ul style="list-style-type: none"> ▪ Drives the marketing committee for visibility in the community—ie informational videos, brochures, t-shirts, decals, letterhead, stationary. ▪ Helps Fundraising director with marketing materials ▪ Attends monthly VPA board meetings 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 5-10</p>
<p>Grant/Scholarship Administrator</p> <ul style="list-style-type: none"> ▪ Distribute applications forms yearly to Sherwood School District teachers, and for students ▪ Oversee collection of applications and granting process ▪ Award certificates, recognitions displays in schools ▪ Follow up with grant recipients for evaluations ▪ Attend monthly VPA board 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 1-5</p>
<p>Grant Writer</p> <ul style="list-style-type: none"> ▪ Research grant possibilities ▪ Apply for grants as approved and solicited by the board ▪ Attend monthly VPA board meetings <p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board 	<p>2 year position, renewable</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 5-10</p>
<p>Concert/Event Production Committee Chair</p> <ul style="list-style-type: none"> ▪ Oversees ticket printing and ticket sales, box office <p>The following in counsel with the Artistic Director:</p> <ul style="list-style-type: none"> ▪ Organizes ushers and house manager ▪ Organizes sound/light booth technicians ▪ Organizes stage managing/grips/curtain puller ▪ Oversees committee for stage design and production ▪ Assists director with technical rehearsals as needed ▪ <i>Attends VPA board meetings as requested</i> 	<p>2 year position, renewable, <i>not a voting board member</i></p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 10-20</p>
<p>Publicity Director Committee Chair</p> <ul style="list-style-type: none"> ▪ Oversee committee for publicity for each concert or event ▪ Holds publicity committee meetings as needed ▪ Committee will prepare and distribute all media for publicity including posters, fliers, back pack mail, and concert programs, yard signs, t-shirts etc. ▪ Attend monthly VPA board meetings 	<p>2 year position, renewable,</p> <ul style="list-style-type: none"> ▪ Application ▪ Appointment by Board <p>Hours per week 10-20</p>

Committees

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Publicity Committee Member <ul style="list-style-type: none"> ▪ Attend regular/monthly meetings ▪ Design and produce advertising materials: such as posters, fliers, back pack mail, and concert programs, yard signs, t-shirts etc. ▪ Distribute publicity materials 	1 year position, renewable <ul style="list-style-type: none"> ▪ Volunteer ▪ Approval by committee chair 	2-4 people <ul style="list-style-type: none"> ▪ Chair ▪ Designer ▪ Production assistant ▪ Distribution helpers
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Concert/Event Production Committee Member <ul style="list-style-type: none"> ▪ Schedule venues, and logistics ▪ Set up technical production such hiring sound engineer ▪ Organization of backstage/house personnel ▪ Stage design and presentation ▪ Set up and clean up events ▪ Prepare and distribute all media for publicity including posters, fliers, back pack mail, and concert programs, yard signs, t-shirts etc. 	1 year position, renewable <ul style="list-style-type: none"> ▪ Volunteer ▪ Approval by committee chair 	4 people <ul style="list-style-type: none"> ▪ Chair ▪ Box office ▪ Tech Crew ▪ Set Design/Production
Fundraising Production Committee Member <ul style="list-style-type: none"> ▪ Attend regular meetings ▪ Assist in membership drive ▪ Assist in contacting businesses for donations 	1 year position, renewable <ul style="list-style-type: none"> ▪ Volunteer ▪ Approval by committee chair 	2-4 people <ul style="list-style-type: none"> ▪ Director ▪ Assistants

OTHER VOLUNTEER OPPORTUNITIES

Manager of Sherwood Children’s Choir (or Sherwood Youth Choir when formed)

- **Select concert attire, organize \$ collection and distribution**
- **Schedule performances**
- **Organize ‘out of school’ permissions logistics**
- **Organize after concert party**
- **Assist director in logistics as needed**