

Board Members' Responsibilities

Penticton Academy of Music Society (PAMS)

Elected board members of the Penticton Academy of Music Society (PAMS) are ambassadors for the music and dramatic arts school. PAMS provides musical and dramatic arts education for students of all ages and contributes to the cultural richness of the community.

PAMS board meetings are held monthly for ten months of the year (September to June) at the Leir House for the purpose of developing policy and the overseeing the operations of the academy.

Board Structure: Officers

President (Chair)

Shall convene regularly scheduled board meetings, shall preside at meetings. If absent shall arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Preside, Secretary, Treasurer.

- Must be a member of the society.
- Provides leadership to the Board of Directors.
- Signing authority on behalf of the Board for financial and legal purposes.
- Regularly attends board meetings and important related meetings.
- Chairs meetings of the Board after developing agenda with Secretary.
- Oversees board meetings and calls special meeting if necessary.
- Appoints the chairperson or any committees formed, in consultation with Board members.
- Works with the Board to help guide and mediate actions with respect to PAMS priorities, recommendations and any concerns brought forth.
- Stays informed about Board matter, prepares themselves well for meeting, and review and comment on minutes and reports.
- Knowledgeable on PAMS policies and procedures.
- Participates in fundraising for PAMDA.
- Commitment to the work of the organization.
- Attends the AGM.

Vice-President (Vice-chair)

Shall chair committees on special subjects as designated by the board.

- Must be a member of the society.
- Regularly attends board meetings and important related meetings.
- Works closely with the President and other board members.
- Performs other responsibilities as assigned by the Board.
- Carries out special assignments as requested by the Board.
- Carries out special assignments as requested by the Board president.
- Understand the responsibilities of the board chair and be able to perform these duties in the president's absence.
- Stays informed about Board matter, prepares themselves well for meetings, and review and comment on minutes and reports.
- Knowledgeable on PAMS policies and procedures.
- Participates in fundraising for PAMDA.
- Commitment to the work of the organization.
- Attend AGM.

Secretary

Shall be responsible for keeping records of Board actions, including the taking of minutes at Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and ensuring that Board Meeting records are maintained.

- Must be a member of the society.
- Regularly attends board meetings and important related meetings.
- Manages minutes of board meetings. The minutes should provide enough information that an absent members would be able to recognize important discussion that may require additional review.
- Ensures minutes are distributed to members shortly after each meeting.
- Has custody of all records and documents of the society except those required to be kept by treasurer.
- Has custody of common seal of society.
- Maintains the register of members.
- Issues notices of meetings of the board and/or of a committee when such notice is required.
- Stays informed about Board matter, prepares themselves well for meetings, and review and comment on minutes and reports.
- Knowledgeable on PAMS policies and procedures.
- Participates in fundraising for PAMDA.
- Commitment to the work of the organization.
- Attend AGM.

Treasurer

Shall make a report at each Board meeting. Assist in the preparation of the budget, work with the Board to help develop fundraising plans, and make financial information available to the Board members and public.

- Must be a member of the society.
- Regularly attends board meetings and important related meetings.
- Manages finances of the organization.
- Provides annual budget to the Board for members' approval.
- Ensures development and board review of financial policies and procedures.
- Presentation and review of Financial Statements at the Annual General Meeting.
- Stays informed about Board matters, prepares themselves well for meetings, and review and comment on minutes and reports.
- Knowledgeable on PAMS policies and procedures.
- Participates in fundraising for PAMDA.
- Commitment to the work of the organization.
- Attends AGM.

Board Structure: Directors

The directors may exercise all the powers and do all the acts and things that the society may exercise and do that are subject to all laws affecting the society, society bylaws and rules and policies made by the society.

- Must be a member of the society.
- Regularly attends board meetings and important related meetings.
- Stays informed about Board matters, prepares themselves well for meetings, and review and comment on minutes and reports.
- Knowledgeable on PAMS policies and procedures.
- Participates in fundraising for PAMDA.
- Commitment to the work of the organization.
- Attends AGM.

Board Members: Standing Committees

Standing committees are permanent board committees which address ongoing issues. The committee generally assumes responsibility for seeking and reviewing information, forming an opinion and making a recommendation to the board.

- Must have a minimum of three (3) board members.
- Directors should sit on at least one (1) standing committee.
- Committees may also include staff, volunteers or other external members recruited to provide their expertise on a specific issue.

Human Resource Committee

Responsible for creating and/or monitoring systems and policies to ensure that the organization is following local, state and federal laws and certain best practices relating to its employees and creating an attractive environment for current and prospective employees.

- Address Executive Director performance reviews, compensation policies and pay scales.
- Work on Executive Director succession planning.
- Review of staffing structures and needs.
- Review independent contractor policies.
- Review volunteer policies.

Nominating Committee

To identify and recommend candidates for election to the Board of Directors at the Annual General Meeting (AGM) and, following the AGM, orient new Board members.

- Identify need of Board member skills.
- Solicit suggestions of possible candidates.
- Shortlist possible candidates and ascertain their willingness to stand.
- Meet with prospective Board members and recommend candidates to the Board.
- Provide orientation for new Board members.

Fundraising Committee

The role of the Committee is to guide and actively participate in fundraising in support of PAMDA. The Committee will, in consultation with the Executive Directors, will undertake fundraising initiatives.

- Identify and assist in raising funds towards achieving the needs of PAMS through corporate and individual relationships.
- Evaluate and recommend special events to the Board as well as any new fundraising initiatives as they develop.
- Mobilize, with the Board's approval and assistance, two major annual fundraisers such as concerts events or campaigns and to identify what purpose the funds will directed.
- Work with the Board to ensure that they play an active role in donor cultivation, specifically in identifying new or existing corporate sponsors or individual donoers with whom the Board members will interface during the year.
- Ensure donors are acknowledged with written letters of thanks in a timely fashion.

Adopted: _____