

Board Roles and Responsibilities



Board members are entrusted stewards who steer the organization towards a sustainable future by ensuring sound and ethical governance and financial practices, with adequate resources to advance our mission.

One of the most important responsibilities of the Board is to contract with and set the compensation of a talented Artistic Director, and the General Manager. Given our limited resources, Ensemble Laude has minimal paid resource people to manage the day-to-day operations of the choir. The Board therefore takes on many operational and management duties to support the Artistic Director’s vision. Board members must be aware that the Artistic Director has the right to independently make all artistic decisions for the choir unless there are concrete financial or other risks which may compromise the viability of the Society.

Board members manage risks, plan for the future and explore new directions in partnership with the Artistic Director. Board members are involved with grant writing, budgeting and fundraising to ensure that the choir has the resources required to succeed. The board has recently contracted with a General Manager to take care of operational issues and allow the board to focus more on governance related activities.

The Board of Directors has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”

In sum, these legal duties require that Board Members:

1. Take care of the Society by ensuring prudent use of all assets, including financial, people, and good will; and provide oversight for all activities that advance the choir’s effectiveness and sustainability. (Legal: "Duty of due care")

2. Make decisions in the best interest of the Society, not in his or her self-interest. (Legal: "Duty of loyalty")
3. Ensure that the Society obeys applicable laws and acts in accordance with ethical practices, that the non-profit adheres to the purposes stated in the bylaws, and that its activities advance its mission. (Legal: "Duty of obedience")

All board members are responsible for leadership, governance and oversight:

- Serving as a trusted advisor to the Artistic Director as she develops and realizes her vision for the choir;
- Contracting with the Artistic Director and the General Manager for deliverables
- Reviewing agenda and supporting materials prior to board and committee meetings ;
- Developing and approving the Society's annual budget, financial reports, and other decisions;
- Being informed of, and meeting all, legal and fiduciary responsibilities
- Assisting in identifying and recruiting other Board Members;
- Serving on committees or working groups and taking on special assignments ;
- Acting as an ambassador for the organization;
- Communicating with the Society's members about the Board's role and activities;
- Celebrating successes and learning from challenges along the way.

Board Members are elected to serve a one-year term and are encouraged to remain on the Board for at least one additional term. Board meetings are held monthly and committee meetings are held as required. Board members will report to the full board about committee work to ensure excellent communication.

Qualifications

Volunteering for the Board of Directors is an extraordinary opportunity for an individual who is passionate about Ensemble Laude's mission and wants to support the vision of our Artistic Director and contribute to the sustainable growth and success of the choir. Ideal candidates will have the following qualifications:

- A commitment to supporting the Artistic Director and an understanding of Ensemble Laude's culture, values and community;
- Diplomatic and communication skills and an affinity for cultivating respectful and supportive relationships and building consensus among diverse individuals;
- A commitment of time;
- Personal qualities of integrity, responsibility, reliability, openness to learning and a passion for Ensemble Laude.

Service on Ensemble Laude's Board of Directors is without remuneration, except for reimbursement of costs incurred related to Board Members' duties.

Board President:

In addition to the duties of every Board Member, the President will:

- Oversee the preparation of Board meeting agendas with input from the Artistic Director;
- Chair all meetings of the Board of Directors;
- Review meeting minutes;
- Ensure respectful, balanced and efficient discussion at board meetings;
- Ensure full and timely communication with members of the Board and choir members;
- Prepare for and chair the annual general meeting (AGM);
- Prepare an annual President's report for the AGM;
- Draft contracts on behalf of the board.

Vice President:

In addition to the duties of every board member, The Vice President will:

- Assume all duties of the President when the President is absent.
- Support the President in duties.
- The Vice President is in line to assume the role of President in future years as needed.

Secretary:

In addition to the duties of every Board Member, the Secretary will:

- Take accurate minutes of Board meetings and distribute minutes and agendas to Board members in a timely fashion;
- Maintain a list of Society members;
- Distribute notice of board meetings and AGM minutes.

Treasurer:

In addition to the duties of every Board Member, the Treasurer will:

- Assist in the preparation and monitoring of the budget;
- Report to the Board of Directors and general membership on finances;
- Maintain all bank accounts;
- Collect fees, manage ticket sales and track incoming funds;
- Pay invoices and ensure all financial obligations are met;
- Liaise with the bookkeeper and ensure financial reports are completed.

Members at Large:

All board members who are not elected officers are members at large. Unlike the board president, vice president, treasurer and secretary, a member at large does not have specific, assigned duties. Instead, the needs of the organization determine duties and job assignments. Members at large often chair working groups or committees.