



## **Board Member Job Description**

### ***Mission:***

To inspire growth and confidence in individuals regardless of age, ability, or economic circumstances, so that everyone has the opportunity to achieve their fullest potential and experience enriched, fulfilled lives.

### ***Who We Are:***

The Conservatory has a long 30+ year history in the Bucks County community. Our main program is to provide private music instruction to all ages and abilities. We are advocates for music and art education, passionate about providing access to free or discounted programs to disadvantaged youth, the elderly, and those living with disabilities.

### ***Position:***

*“Music education opens doors that help children pass from school into the world around them – a world of work, culture, intellectual activity, and human involvement. The future of our nation depends on providing our children with a complete education that includes music.” – Gerald Ford*

Are you someone that wants to help open doors? Then The Conservatory is a place for you. As a member of our Board of Directors your active participation and leadership plays a critical role in The Conservatory’s ability to fulfill its mission.

### ***Leadership, Governance, and Oversight:***

- Serving as a trusted advisor to the Executive Director.
- Be an informed advocate of the organizations work by serving as an ambassador through leadership, networking, positive public relations, and fundraising.
- Stay informed about organizational activities and issues.
- Share your time, talent, treasure, and influence.
- Participate in the continual growth of an engaged and competent board.
- Understand roles, responsibilities, and scope of authority.
- Provide financial oversight.
- Build and maintain collegial working relationships with Board members, staff, and volunteers
- Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.

### ***Fundraising:***

- Play an active role in securing the financial resources necessary for The Conservatory to achieve its mission.
- Board members are expected to leverage personal relationships and connections to help the staff identify and solicit potential funders.
- Make The Conservatory a charitable giving priority and a personal contribution each year of \$1,000 to meet or exceed the give-get fundraising goal for each board member.

***Board Terms/Participation:***

- Serve a 3 year term, with the opportunity to serve for up to (2) consecutive terms.
- Attend 75% of board meetings each year. As of now the Board is meeting virtual each month but hopes to return to in person meetings in the future. Board members are expected to read board materials in advance of board meetings and come prepared to participate in discussions. Estimated amount of participation each month is 4 hours.
- Attend annual board meeting in July at which the school's budget, operations and goals are reviewed, and Board Officers are elected.
- Serve on one or more committees of the board and to actively participate in committee work.
- Participate in at least 4 Conservatory school events throughout the year, which might include attending concerts, the Annual School Meeting in August, observing classes, participating in fundraisers, volunteering, and other mission-centric activities.

***Qualifications:***

This is a volunteer position for someone who is passionate about The Conservatory's mission and programs.

- Experience as a musician is not required. A passion for music, youth development and high-quality education a must.
- All Board members must submit PA Criminal Background, FBI Child Abuse Clearance and PA State Child Abuse Clearance. The fees for these clearances are at the expense of the Board Member.
- It's a bonus if members have experience in fundraising, marketing and legal matters.
- Members who are willing to dive into all areas of the organization in support and guidance – communication, fundraising, strategic planning, financial management, public speaking, human resources, etc. There is an area for everyone.

***Diversity, Equity & Inclusion***

The Conservatory is committed to a diverse, inclusive, and equitable environment where all board members, staff, volunteers, faculty, students/families feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. Individuals of all backgrounds and experience levels are encouraged to apply.

***Additional Information:***

The Conservatory  
4059 Skyron Drive  
Doylestown, PA 18902  
215-340-7979  
[www.MyConservatory.org](http://www.MyConservatory.org)

***Start Date:***

February 2021

***To Apply:***

Please direct all inquiries regarding The Conservatory's Board of Directors to, Rachael Gallagher, Executive Director, [rgallagher@myconservatory.org](mailto:rgallagher@myconservatory.org)