

Broken Rhythms Board Member Expectations

Document Approval and Review:

This document is to be reviewed and approved annually (by vote) in conjunction with each Annual General Meeting (AGM).

Expectations for all Broken Rhythms Board members:

- Attend all Broken Rhythms Board (referred to as “the Board”) meetings
- Attend all Broken Rhythms performances and related special events at your own cost
- Review, understand and support Broken Rhythms’ mission and goals. Provide good faith feedback, notes and energy to help the overall success of Broken Rhythms and the larger arts community
- Help obtain sponsors and donors to the organization in the form of cash and/or in kind contributions to fund raising activities (currently twice a year at LEAP and LASHBASH)
- Positively and proactively represent Broken Rhythms and the board in public settings, at events, and in social media
- Suggest, recruit, and help train possible nominations to the Board
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements
- Respond to Board or Artistic Director requests within 7 days of receiving them
- The standard Board term is 4 years (which may include some board members moving progressively from their initial board position into a position of increased responsibility)
- Communicate in writing to the board president/vice president, on an annual basis by February prior to the AGM, your intention of whether or not to continue with the Board the following season

In addition to all expectations listed above, the following responsibilities pertain to specific positions:

President:

- In consultation with the Artistic Director, set the annual schedule for meetings and the AGM
- In consultation with the Artistic director and with input from the Board, draft meeting agendas and distribute in advance of the meetings
- Chair Board meetings
- Lead, implement, and oversee fundraising activities
- Act as chief volunteer to the organization
- Partner with the Artistic Director to achieve the organization's mission and implement development strategies (i.e. training, recruitment, succession planning, publicity)

Vice President:

- Provide back-up support to the President
- Assume role of President when necessary
- In coordination and consultation with President, Secretary, and Treasurer, oversee onboarding of new board members
- In consultation with the Artistic Director and President, take on at least one additional area of focus for Broken Rhythms, based on organization needs (ie. governance, grant writing, volunteer coordination, fundraising, records management, marketing, promotions, publicity)

Secretary:

- Take minutes; format for distribution on PC/Mac platforms; post on Broken Rhythms Google Drive
- Circulate minutes for review and approval after meetings
- Oversee the filing of documents (minutes, reports, templated, etc.) on the drive; ensure documents are maintained and filed in the appropriate folders

Treasurer:

- Prepare and distribute financial reports to Board members in advance of meetings
- Review expenditures and income on a monthly basis and report any discrepancies to the Board •Utilize these monthly reviews to formulate recommendations or initiatives pertaining to financial planning and financial strategies
- Develop, with the Artistic Director, an annual budget for presentation to the board at the AGM

Member-at-Large:

- In addition to expectations for all Board members, support the Board as needed in all Broken Rhythms initiatives, activities, and events
- In consultation with the Artistic Director, President, and Vice president, take on at least one additional area of focus for Broken Rhythms, based on organization needs (ie. governance support, grant writing, volunteer coordination, fundraising, records management, marketing, promotions, publicity)