



As a member of the Choir Alberta Board of Directors, you play a key role in the organization's health and success, both now and into the future. On behalf of Choir Alberta's membership, thank you for accepting this important volunteer position! Your contribution to the organization in this way is of great benefit to choral music across our province.

The governance model for Choir Alberta utilizes a hybrid advisory-management Board. According to this model, members of the Board contribute their professional skillset to the organization while, at the same time, play a role some operational and administrative aspects of Choir Alberta.

This document is intended to provide an overview of Choir Alberta Board member expectations and, secondarily, a guideline for Board member self-assessment. Questions pertaining to Board member roles and responsibilities should be addressed to the Personnel Committee (per section 4.6.5 of the Choir Alberta Policy Manual).

**It is expected that members of the Choir Alberta Board of Directors will:**

1. Attend and exercise professional conduct at all meetings of the Board of Directors.
2. Respond to all correspondence pertaining to their role as Director in a timely fashion.
3. Actively serve on, and attend all meetings of, either two working groups, two committees, or one working group and one committee.
4. Volunteer on site for at least one program per year.
5. Review in their entirety all materials addressed to members of the Board and working groups/committees on which a Board member serves.
6. Become familiar with Choir Alberta policies.
7. Contribute resources, including time, money, and connections. Board members are encouraged to make an annual financial contribution that is commensurate with their means.
8. Play an active role in the organization's fundraising initiatives.
9. Whenever possible, attend Choir Alberta events.
10. Monitor the community's response to Choir Alberta projects, programs and services, and recommend potential changes when necessary.
11. Spend significant time thinking about the goings on of Choir Alberta and about ways in which the organization can further develop and better meet its mandate.

12. Support the work of the Choir Alberta staff and other Choir Alberta volunteers.
13. At the end of the term, collaborate with the Nominating Committee to secure a Board member replacement.
14. Represent Choir Alberta at concerts and other choral/arts events in your community.

**Some of the benefits of sitting on the Choir Alberta Board include:**

- The opportunity to represent Alberta's choral community of 340,000 individuals at the provincial level
- Networking opportunities with choral conductors and other decision makers in the choral community
- Direct input into projects and programs that involve different types of choirs from across the province
- The satisfaction of working with an organization dedicated to artistic and educational excellence
- The enjoyment of working with dedicated and well qualified staff
- The opportunity to contribute to a Board with diverse backgrounds and skill sets
- Invitations to attend concerts and other choral events as special guests