



Board Member Position Description

Length of Term

- Board members serve for three years. The term limit is for two consecutive 3-year terms, after which members may not serve for at least one year. Typically, board members join the board at the July 1 start of the fiscal year.

Fiduciary Responsibility

- Board members ensure that the Philharmonic's assets are properly used and supervise the organization's actions diligently. This fiduciary responsibility includes duties of care, loyalty, good faith, confidentiality, and more in serving in the best interests of the Philharmonic.

Attendance and Participation

- Bylaws Section 9: A Director who has missed Two (2) consecutive meetings without reasonable cause shall be approached by the Board Officers to discuss continuing membership.
- On or around the September board meeting, board members will sign and work to fully understand the following agreements: Non-disclosure; Conflict of Interest; Whistleblower; and Sexual Harassment.
- Board members are expected to attend board and committee meetings.
 - Meetings reminders are sent during the prior week and require a response. Board members will respond to requests for attendance confirmation.
- Board members are expected to be prepared for board and committee meetings. This includes reviewing minutes, agenda, and any ancillary documents (e.g., monthly budgetary items).
- Board members should bring forth any relevant comments/questions/concerns when appropriate during meetings.
- Board members are encouraged to make the Philharmonic a philanthropic priority by contributing to the annual fund and/or by negotiating a corporate sponsorship.

Meeting Schedule

- Board meetings are quarterly (September, December, March, June), usually on the third Tuesday of the month at 4pm. (December's meeting is usually on the second Tuesday of the month.)
- Committees meet monthly. The current structure is as follows:
 - Audit & Finance: second Tuesday, 3:15-4pm
 - Community Engagement/EDI: third Thursday, 4-5pm
 - Development: fourth Tuesday, 4-5pm

Additional Ways to Participate

- Attend at least two concerts each season. Ideally, board members will be subscribers.
- Invite friends, family, and colleagues to concerts, including possibly arranging a group sale with one's employer.
- Volunteer for at least one fundraising, concert, or engagement event and/or provide musician housing.

Expectations of Committee Chairs

- Work with the Executive Director to prepare monthly agendas.
- Attend monthly committee meetings and monthly Executive Committee meetings, in addition to quarterly board meetings. In the event of necessary absence, appoint a meeting Chair in his/her place.
- Appoint a meeting secretary. (The Operations Manager may be able to act as secretary if meetings fall within regular business hours.)
- Work with the board President to address any attendance issues.