



## **Volunteer Opportunity: Committee Member**

The Richmond Music School is the largest and oldest non-profit music school in Richmond dedicated to high standards in teaching music, in both private and class settings. It enjoys a leadership position throughout Greater Vancouver for its many student performances and innovative programs. The Richmond Music School is a registered charity and the Canadian representative of The Associated Board of the Royal Schools of Music (ABRSM), a music examination board based in London, UK.

The School is governed by the Board of Directors with 6 volunteer members. The Board oversees the operation of the school and is responsible for its policies and directions.

The Richmond Music School is currently seeking for passionate individuals to join its Board Committees. Committee members provide recommendations and advice to the Board on specific matters. They are also invited to become Society members, who are then eligible for nomination to Board positions.

Current openings:

- **Human Resources (HR) Committee**

*The HR Committee guides the development, review and authorization of personnel policies and procedures of the Richmond Music School. It assists the Board in fulfilling its responsibilities for, the appointment, performance evaluation, development and compensation of the School's Management and staff members. The Human Resources and Nomination committee provides guidance and assistance to the Executive Officer on personnel issues.*

- **Marketing and Promotion Committee**

*The Promotion and Marketing Committee develops and implements promotion and marketing initiatives that can increase the exposure of the School to the community. It identifies channels that can attract financial support and/or services needed to carry out the purposes of the society. The Committee also liaise with senior residences or other outreach programs to arrange concerts for students.*

- **Outreach Committee**

*The Outreach Committee liaises and supports the School staff in planning and implementing Richmond Music School's outreach programs. Committee members are expected to work hand-in-hand with the Principal or other designates to carry on the duties.*

- **Fundraising Committee**

*The Fundraising Committee provides expertise and assists the Board in efforts that attract financial support and services needed to carry out the operations of the School and achieve its mission and goals. The committee is responsible for helping the staff in nurturing and developing existing and new partnerships.*



- **Concert and Event Support Committee (Project-based)**

*The Concert and Event Support Committee assists the School with logistics support for concerts or other special events. Committee members will coordinate with the school office to offer help with shopping for items required for events.*

Each committee will meet as necessary, with an estimate of 4 - 7 meetings per year. Expected time commitment is about 8-12 hours per month. Occasionally, some volunteers with specific skill-sets might be asked to contribute extra time to help fulfill some of the responsibilities of the committee.

Depending on the nature of the duties, it is possible to provide the volunteer service remotely.

We welcome candidates with experience in the following areas:

- Administration
- Legal
- Fundraising
- Grant Application
- Marketing and Public Relations
- Human Resources
- Project management

This is a great opportunity for those who would like to apply their expertise in a non-profit organization or for the emerging professionals who would like to develop their skills and gain experience through volunteer work. If you enjoy working as part of a team and have good communication and interpersonal skills, let us know about you!

Please submit your resume and cover letter in confidence to [boardrms@gmail.com](mailto:boardrms@gmail.com). Please specify the committee you are applying to.

For more information about this and other volunteer opportunities available at The Richmond Music School contact us at:

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