



## **Volunteer Opportunity: Board of Directors**

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 of Directors. The Board membership term is one year for Members at Large and two years for Officers (President, Vice President, Treasurer, and Secretary), with possible renewal. Board members are appointed at the Annual General Meeting, usually held in September of each year.

### **Current openings:**

- **Board Secretary (1 position)**

*The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officers, and performs other duties as the need arises and/or as defined in the bylaws.*

*Applicants with background and/or past experience in Canadian Corporate Law consider an asset.*

- **Members at Large (4 positions)**

*Members of the Board work together to set the direction for the organization of the Richmond Music School and set its policies. As a member of the Board, each member assists in developing the governance policy and for deciding what the Richmond Music School will seek to accomplish as an organization. Some responsibilities of the Board include but are not limited to: Providing Guidance and Direction to the school operations; Establishing the standards of organizational conduct that guide the work, decisions and actions of the Board members, staff and other volunteers; Overseeing the organization's management, administration and operation to ensure that it functions well and meets the Board's expectations; and Gaining good knowledge of the needs, interests, concerns and expectations of the members and other stakeholders, who have entrusted the Board to govern, and working to satisfy those needs and expectations.*



*Each member will assume the role of the Committee Chair for one of the following committees:*

- o Human Resources Committee*
- o Marketing and Promotion Committee*
- o Outreach Committee*
- o Fundraising Committee*
- o Concert and Event Support Committee*

The Board meets every third Thursday at 7:30pm of each month at the Richmond Music School for about 1.5-2 hours. Expected time commitment is about 8-12 hours per month, but may vary according to the school events or other on-going initiatives.

We welcome candidates with experience in the following areas:

- Legal
- Executive Management
- Fundraising
- 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 Board position 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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