



## Board of Directors Service Description

The Bloomington School of Music has been providing high quality music education on the Upper West Side for more than 50 years, with a mission to provide access to that education to anyone who seeks it, regardless of economic status, ability level, ethnicity, or religious affiliation. The School's Board of Directors is ultimately responsible for fulfillment of that mission and oversight of the school's activities. We aspire to build a culture of participation, inquiry, and advocacy on the School's behalf, and to reflect the diverse community that the School serves.

*We seek directors who are:*

- Excited to promote the school's mission and goals.
- Interested and able to serve as ambassadors to the school's community at large, including parents, neighbors, and elected representatives, using access and influence to promote the school.
- Committed to making regular, personally significant financial contributions or contributions of products and/or services, and/or seeking contributions of money and resources from others.
- The annual "give-get" minimum goal for each director is \$5,000 per year.
- Reflective of the diversity of our student body and experts in the following areas: construction/architecture/engineering, accounting/audit, computer technology, and government/public relations, NYC arts/music education leadership, capital planning/fundraising.

### Specific Tasks and Responsibilities

- Support and serve Bloomington School of Music's mission of providing access to a high-quality music education for everyone, regardless of background.
- Regularly attend school events including the annual gala and other events, such as the intensive Music Access Project annual concert, Instrument Discovery Day, the Album For the Young composer/performer concert, and the School's "Performathon" student concert/fundraiser.
- Provide financial oversight; assist in developing budgets and ensuring that proper financial controls are in place.
  - The annual budget for FY 2019 is approximately \$2 million.
- Ensure that the School's resources are adequate through fundraising and advocacy.
  - 25% of the annual budget is derived from private donations, grants, and government funding.

- Serve on at least one committee. The Board's formal standing committees include: Development, Nominating and Governance, Audit, and Finance. Task force committees include: Annual Fundraising Gala Event, Facilities, Parent Engagement, and Marketing.
- Prepare for and attend quarterly board meetings and participate in board activities between meetings.
- Maintain legal integrity and accountability, avoid conflicts of interest.
- Ensure effective strategic planning; Recruit and orient new board members; Supervise and support the Executive Director; Support the resolutions and actions of the Board of Directors, irrespective of personal opinion as to any such resolution or actions

*Time Demands*

- Quarterly board meetings (2 hours / quarter)
- Committee meetings (2 hours / quarter)
- Project work between meetings (varies)

**Thank you for your interest in the Bloomingdale School of Music!**

Contact: Ken Michaels, Board President: [kmichaels@bsmny.org](mailto:kmichaels@bsmny.org)