



Board of Directors Service Description  
(as of 10/18/22)

The Bloomingtondale 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" goal for each director is \$5,000 per year.
- Experts in the following areas: construction/architecture/engineering, accounting/audit, computer technology, and government/public relations, NYC arts/music education leadership, capital planning/fundraising.

*Responsibilities*

- 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.
- Maintain legal integrity and accountability, avoid conflicts of interest.
- 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.
- 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 action.
- Board members generally serve up to two consecutive three year terms. Extensions con-



- sidered on a case by case basis.

*Specific Tasks*

- Prepare for and attend quarterly board meetings and participate in board activities between meetings.
- Serve on at least one committee. The Board’s formal standing committees include:

COMMITTEE	DESCRIPTION
<b>Executive Committee</b>	Oversight of Board and Executive Director
<b>Nominating and Governance</b>	Board recruitment and management of by-laws (meets 2-6 times a year)
<b>Audit and Finance</b>	Oversight of budgeting and annual filing
<b>Strategy and Capacity</b>	Supporting leadership in developing strategic initiatives, ensuring resources to support the plan, and systems to measure the success of the plan
<b>Programming and Outreach</b>	Provide feedback on program development, communication of Bloomington mission and building connections within the immediate Bloomington community, and the community at large.
<b>Fundraising and Events</b>	Annual Fundraising Gala Event and small events strateg
<b>Facilities and Space</b>	Develop strategies and give advice to leadership around capital projects and space expansion.

- 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.

*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 Bloomingtondale School of Music!

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