



BOARD OF DIRECTORS
Committee Charters

Members: Committees will consist of at least three (3) members with at least one (1) Executive Committee member

Committee assignments: Committee assignments are at the discretion of the Board Chair

Committee Meeting Frequency Expectation: Three (3) times annually

Committee Chair Guidelines:

- Chair will schedule committee meetings for each season at the annual meeting (minimum of 3)
- Chairs will provide ongoing communication between committee and the Board/Executive Board
- Chair will help create and strategize the implementation of a committee goal(s) (minimum of 1)
- Chair will provide a written agenda for each committee meeting
- Chair will provide monthly and/or quarterly status updates at the board meetings
- Assistant Chair/Vice Chair should be prepared to assist the Chair when necessary
- At the end of each term propose plan for committee leadership succession

Executive Committee

- Set organizational initiatives to help drive committee goal(s)
- Provide oversight and management in each committee in setting and achieving targeted goal(s)
- Report on strategic plan updates at the annual meeting (June)
- Assess reports by the ED regarding personnel, events, educational and artistic needs/concerns.
- Assess board and personnel relations. Help implement bi-annual staff and Board mixer.
- Be familiar with and driven by SCS vision and mission
- Engage the ED regarding performance reviews, annually*

Finance Committee

- Review financial proposals and projections each season
- Recommend a budget for approval at the annual meeting (June)
- Create and report a financial summary for each Finance Committee meeting
- Confirm tax compliance: filing of Form 990 and Annual Ohio Charitable Registration

Governance Committee

- Identify new prospective Board members from strategic area(s)
- Meet with prospective Board members to discuss duties and expectations.
- Organize annual board retreat
- Encourage board member attendance of board/committee meetings, concerts, and other events. Recognize those who regularly attend

- Be familiar with the SCS By-Laws to help determine their applicability and implementation
- Evaluate and recommend By-Laws revision, periodically, when necessary
- Assess each season's SCS singer rosters for potential Board growth (Oct./Nov.)

Development Committee – Overall Chair and three (3) Co-Chairs:

Donor Appreciation Night

Annual Benefit Event, *choral.ography*

Sponsorships & Annual Giving, A Sub-Committee

- Analyze efforts and implement strategize to improve: mailings, special events, concert ticket sales, attendance, registration, etc.
- Coordinate a fundraising effort to provide financial assistance as needed for SCS seniors (with a demonstrated financial need a minimum of 3 years of service with SCS) to attend the annual Performance and Education tour in Performance Choir.
- Research successful charitable giving campaigns for potential implementation
- Strategize on how to maximize donor base
- Phone-a-thon in November
- Cards, handwritten, to donors
- Mention renewed support in the annual sponsorship campaign

*Revised, 4/22/2021