

HER VOICE PRODUCTIONS

Her Voice Productions is seeking individuals to serve on our Board of Directors beginning in the 2024-2025 season. Our non-profit organization programs include the **Twin Cities Women's Choir**, a non-auditioned community choir and **ENCORE!**, the auditioned ensemble of the Twin Cities Women's Choir. Historically we have also offered a program for younger singers, the Twin Cities Girls' Choir, an educational music experience for grades 2- 8. It is currently on hiatus pending review of the program.

Applicants for the board must have a commitment to advancing our mission, vision, and values. Skills and experience in fundraising/grant seeking, marketing/social media/public relations, financial management, and organizational development are especially helpful.

All meetings are remote. The board meets monthly and participates in an annual planning retreat. The board members are expected to attend the concerts and key events of HVP's choirs and to serve on a minimum of two board committees. Each board member is expected to raise \$1,500/year. This is a three year term. A more complete list of responsibilities can be found in the attached position description.

Interested individuals are asked to complete and submit an application (attached) to [Karleen Kos](#) by May 17, 2024.

Mission: Her Voice Productions is an inclusive community that sings, performs, and affirms the voices of girls and women.

Vision: We strengthen and inspire individuals and communities through song.

Values

- We affirm the voices of girls and women by enabling participation and opportunity, encouraging expression, and empowering growth and confidence.
- We create musical excellence through the gifts and energies of non-auditioned singers performing music of varied repertoire which challenges us to grow and give the best we can give.
- We employ professional, collaborative, compassionate, and innovative staff to guide us on our musical journey.
- The strength of our community balances support for individual members and respect for our shared responsibility to care for the whole organization.
- Our commitment to excellent financial stewardship is reflected in funding that is diversified, budgets that are balanced, internal controls that are appropriate, and reporting that is transparent.

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- We celebrate diversity by fostering a welcoming, accessible, and adaptable community.
- Our Board is a committed, engaged, community-connected, and visionary group of volunteers dedicated to achieving organizational excellence.

Her Voice Productions Areas of Strategic Focus

Each year the Board of Directors updates the organization's strategic plan, using it as a guide to develop operational and budgetary priorities. Candidates interested in board service can review the plan on our website at <https://hervoiceproductions.org/strategic-plan>.



SAVE THE DATE: The board's 2024-25 planning session is scheduled for June 15 from 9:00 am to 3:00 pm. Individuals who wish to join the board are strongly encouraged to attend this meeting, even though they will not officially be seated until July 1, 2024.

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POSITION TITLE:	Board Director	DATE: March 2024
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Specific Responsibilities

Planning

- Form overall strategic direction and policies for the organization including long range plans, goals, and objectives
- Approve guidelines, policies, plans, goals, and objectives
- Monitor progress toward long- and short-range plans

Finances

- Monitor the organization's overall financial position
- Develop and monitor financial policies
- Approve the annual budget
- Approve expenditures outside authorized budget
- Personally contribute financially to the organization at a level that is reasonable considering the board member's circumstances
- Assist in raising funds on behalf of the organization

Personnel

- Approve changes in Executive Director Position Description
- Provide input and approval to the Human Resources Committee in hiring, evaluating and, as appropriate, terminating the Executive Director
- Approve personnel policies

Organization

- Formulate and approve overall structure for the organization
- Review, follow and routinely review bylaws, updating them as needed

Singer, Public and Community Relations

- Make sure organization is accountable to the singers, people served by the organization, and the community
- Promote inclusion and work to ensure that singers are enjoying their experience
- Interpret the organization to the community
- Promote the organization and its services in all relevant settings
- Develop and maintain relationships with contributors, community groups and key stakeholders
- Board members are highly encouraged to attend concerts, fundraisers, rehearsals, and other important events of all HVP choirs



Board Committees

- Serve on a minimum of two committees
- Serve as chair or co-chair on at least one committee
- Ensure that work directed by the strategic and annual operating plans are addressed by the committee(s)
- Develop committee work plan and provide progress updates to the board
- Take direction from board as appropriate

Preferred Qualifications

Her Voice Productions is seeking board members with skills in the following areas: fundraising/grant seeking (especially corporate and nonprofit foundations as well as government sources), marketing/social media/public relations, financial management, and organizational development are especially helpful. We appreciate but do not require previous nonprofit board experience. Professional arts practice or arts administration background is a plus. We seek candidates who:

- Understand and are committed to the organization's vision, mission, values, and goals.
- Demonstrate a history of leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- Bring financial development experience, particularly growing individual giving, corporate foundation fundraising, and grant seeking.
- Possess exceptional diplomatic skills, a natural affinity for establishing and maintaining relationships, as well as talent at persuading, convening, facilitating, and building consensus among diverse individuals.
- Demonstrate integrity, credibility and a passion for strengthening the future of the organization.
- Are willing to devote adequate time and effort to being a well-informed board member who accomplishes all assignments effectively and on time.
- Contributes personal financial resources commensurate with their circumstances.
- Cultivates donors and solicits funds for the organization.
- Accurately reads and interprets financial reports.
- Has expertise in at least two of the following areas: finances, fundraising, marketing, public relations, social media, organization development, human resources, risk management or strategic planning.



Application Form

Complete and return to Karleen Kos by May 17, 2024

kkos1423@gmail.com

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SECTION I: Tell us about you. (NOTE: In lieu of filling out this section, you may attach your resume.)

Date:
Name:
Address:
City, State, Zip
Home Phone:
Work Phone:
Cell Phone:
Email address:
Employment
Present Employer:
Title/Role:

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Please provide a brief description of your current position:

SECTION II: Your interest and experience. Please describe your experience in the following areas. If you have attached a resume, please cover specific experiences that may not be shown on that document. If you don't have experience but are interested in expanding your knowledge in an area, tell us about that also.

Nonprofit Leadership

Financial Management/Accounting

Fundraising (individual, corporate)

Grant Seeking

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Marketing/Public Relations/Social Media

Event Production

Diversity, Equity, Inclusion, and Belonging

Human Resources

Nonprofit Legal Issues

Organizational Development

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Risk Management

1. Have you ever served on a board before? If yes, please describe your experience(s).
2. Please describe your involvement in any volunteer activities.
3. Do you have experience singing in a choir? How would you describe your experience?
What other “creative” activities are you involved in?
4. Why would you like to be a member of this board? Do you have any issues/concerns about operating under the mission statement and core values listed one page one of this packet?