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# *Communications Director*

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## **Position Job Description**

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- Volunteer Position (Not Paid)
- Term: 2 Year (Elected at AGM, no term limit)

## **General Description**

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The Communications Director is responsible for ensuring that all communications and marketing materials adhere to the brand guidelines and are within the boundaries of the Organization's mission, vision, and mandate statements.

## **Tasks & Responsibilities**

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- Chair the Communications Committee
- Ensure all external communications and marketing materials adhere to the Myriad Marketing Strategy
- Ensure that the marketing strategy is reviewed and updated regularly
- Coordinate with Fundraising, Development, and Outreach as needed on external communication and marketing resources (i.e. concert posters, fundraising signage and posts, etc)
- Ensuring that our social media accounts remain up to date and have regularly scheduled posts

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# *Treasurer*

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## **Position Job Description**

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- Volunteer Position (Not Paid)
- Term: 1 Year (Elected at AGM, no term limit)

## **General Description**

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The Treasurer manages the overall financial well-being of the organization and ensures its operations adhere to the Myriad bylaws and CRA regulations.

This position is an Officer role and sits on the Executive Committee. This position holds signing authority for the organization.

## **Tasks & Responsibilities**

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- Chair the Finance Committee and recruit committee members as necessary.
- Prepare the budget for the fiscal year for presentation to the Board for approval.
- Maintain financial records of the choir using acceptable accounting practices.
- Prepare financial statements as necessary for review at Board meetings.
- Complete and submit all required CRA filings including the T3010 Information Return.
- Receive and deposit revenues and donations.
- Issue payments consistent with the approved budget.
- Provide support and financial advice to Committee Chairs to ensure activities are consistent with the organization's budget and long-term objectives.
- Assist with budget creation for grant applications.
- Manage the financial aspects of concerts and performances including sales collection, expense payments, and profitability.
- Provides a financial summary for Board review.
- Create and distribute tax receipts for membership dues and all charitable donations.
- Prepare annual financial reports and present the report at the AGM.
- Assist in the appointment of an auditor to review the annual reports.

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# *Development Director*

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## **Position Job Description**

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- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at AGM, no term limit)

## **General Description**

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The Development Chair is responsible for coordinating external donor acquisition and researching and writing grants to meet the organization's annual fundraising goal.

## **Tasks & Responsibilities**

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Responsibilities include the following:

- chairing Development Committee
- outlining an annual development plan with measurable and relevant goals for the upcoming year
- creating and maintaining a cohesive donor acquisition strategy with useable resources for current and future fundraising initiatives, including a sponsorship package for external donors
- approaching external donors
- creating and updating a donor database of past donations, both in-kind and monetary, for reference when planning future events and initiatives
- setting up and maintaining online donation platforms (e.g., CanadaHelps, Kickstarter, Patreon, etc.)
- Researching and recommending grants to be applied to on behalf of Myriad Ensemble
- Assist with writing and submitting grants on behalf of Myriad Ensemble.

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# *Governance Director*

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## **Position Job Description**

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- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at AGM, no term limit)

## **General Description**

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The Governance Director is responsible for facilitating the effective performance of the Board of Directors. The Governance Director ensures that the Board's By-laws and policies are being followed and that the Board has policies and procedures in place to guide the organization in a legal and ethical manner.

## **Tasks & Responsibilities**

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Responsibilities include the following:

- Chair the Governance Committee.
- Make recommendations to the Board on governance policies, practices and procedures related to non-profit organizations.
- Develop an annual Governance Committee work plan and a work plan for the Board as a whole, identifying priorities and objectives related to Governance.
- Conduct a yearly review of the by-laws, revising them as necessary to incorporate edits and changes noted throughout the year.
- Conduct reviews as stipulated for all policies and procedures to incorporate edits and changes and to evaluate the ongoing efficacy of the policies and procedures.
- Review Board of Directors' job descriptions annually to ensure relevance and that all duties are encompassed in each description.