
Secretary

Position Job Description

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

General Description

The Secretary maintains records, schedules meetings, and issues Board-wide communication. The Secretary works collaboratively with the Chair(s) to support the Board in fulfilling its fiduciary responsibilities. This includes the effective administration of Board Meetings, including the responsibility for ensuring that the by-laws are followed and that all necessary documents are maintained and filed as required.

This position is an Officer role and sits on the Executive Committee.

Tasks & Responsibilities

- Act as a signing authority for Myriad Ensemble in financial and legal matters at the Board's discretion.
- Ensure safekeeping of the documents of Myriad Ensemble, including Letters of Patent, Supplementary Letters Patent, Bylaws, Minutes of the Board, Contract agreements.
- Ensure the proper recording and maintenance of minutes of all Board Meetings
- Ensures Committee Meeting minutes are properly filed on record
- Act as correspondence on behalf of the Board to external contractors, organizations, etc., as needed.
- Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees.
- Assist other Board Directors as needed

Fundraising Director

Position Job Description

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

General Description:

The Fundraising Director is responsible for coordinating member-centered fundraising initiatives to meet the Board's annual fundraising goal.

Tasks & Responsibilities

- Chair the Fundraising Committee.
- Host regular fundraising events with specific and attainable targets.
- Market fundraising events to the choir members and community-at-large (if applicable).
- Connect with the Treasurer about the financial needs of potential, planned and ongoing fundraisers.
- Connect with the Development Chair to coordinate fundraisers and ensure they align with the Development goals of the choir.
- Manage online donation platforms (e.g., CanadaHelps, Kickstarter, Patreon, etc.).

Member-at-Large

Position Job Description

- Volunteer Position (Not Paid)
- Term: 2 Years (Elected at AGM, no term limit)
- The Membership Director must be a Myriad Ensemble member in good standing

General Description

The Membership Director oversees the membership activities of the choir and ensures the choir is a healthy and viable member organization. This position acts as a liaison between the Choir Members, the Artistic Team, and the Board.

This position sits on the Executive Committee

Tasks & Responsibilities

- Act as the point of contact for members regarding general questions, feedback, and attendance issues.
- Utilize current technology to maintain ongoing communication among the Board of Directors, the Artistic Team and the Choir Members.
- Actively participate in recruitment and retention of members in collaboration with the Outreach Director.
- Facilitate member involvement and communications by collating and sharing the results of any membership polls via emails, the comment form, and other communications.
- Assist with the oversight of the Social Committee and ensure events are planned and executed within the Organization's Mission and Vision statements
- Assist in identifying and recruiting future volunteers, as required.
- Assist with Myriad's chorister handbook prior to the season starting, and work with the Administrator to ensure they have completed and submitted the *Chorister Contract*.
- Ensure Myriad's membership policies are carried out; work with the Governance Chair to modify the policies as needed.

Communications Director

Position Job Description

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

General Description

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

- 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

Outreach Director

Position Job Description

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

General Description

The Outreach Director is a key ambassador to the public for Myriad Ensemble, and is responsible for maintaining key relationships with stakeholders and local businesses.

Tasks & Responsibilities

- Chair the Outreach Committee
- Assist the Administrator and Communications Director with the regular e-blasts
- Connect with local businesses and organizations in the community as applicable
- Proactively seek out new community partnerships and identify opportunities for collaborations

This role is constantly evolving and innovative ideas and suggestions are always welcome.