Member of the BYSO Board of Directors

Job Description
March 2025

Purpose
A member of the Board of Directors is responsible for ensuring that the Bellevue Youth Symphony Orchestra (BYSO) fulfills its mission by planning for the future, monitoring operations, and evaluating the organization's performance. Further, the board member will fulfill the fiduciary responsibilities of the board of directors, providing oversight and governance that protect the public interest.

Major Responsibilities of the BYSO Board of Directors:

1. **Advance the mission of Bellevue Youth Symphony Orchestra**
   - Actively promote the mission of BYSO, contributing ideas and expertise.
   - Be informed about BYSO's mission, bylaws, services, policies, and programs; inform others about the organization, and work to enhance the organization's public image.
   - Seek to create partnerships/connections within the broader Eastside Community to expand BYSO's reach.

2. **Enhance the organization's position and perception with the community**
   - Support the Executive Director and Music Director as the public face of the organization.
   - Act as an ambassador of the organization for our parent, donor, funder, and sponsor communities.
   - Attend concerts and special events.
   - Include BYSO in your sphere of influence.

3. **Ensure effective organizational planning and implantation of current Strategic Plan and initiatives.**
   - Actively participate in the development/assessment/amending of strategic plan and vision for the organization to accomplish the BYSO mission.
   - Help determine and monitor the organization's programs and services.
   - Serve on Mission Strategy Groups and task forces to guide achievement of strategic objectives.

4. **Ensure adequate resources, and manage those resources effectively**
   - Carry out the fiduciary responsibilities of the board, such as reviewing the organization's monthly and annual financial statements, approving the annual operating budget, participate in annual review of the organization's investment portfolio, and ensuring annual 990 (tax filing) is submitted on-time.

- Make a personal financial contribution to the organization commensurate with individual ability.
- Actively lead and support fundraising activities, assisting in developing new channels for resources.

5. **Actively participate in all Board activities**
   - Attend board meetings in person (preferred) or virtually. Board meetings occur on the third Thursday of each month, with the exception of July, August and December.
   - Attend annual board retreat. This is typically one Saturday in early spring.
   - Review agenda and supporting materials prior to board and committee meetings.
   - Serve on one standing committee and take on special assignments.
   - Suggest nominees to the Board who can make significant contributions to the work of the Board and to the organization.
   - Annually assess your own efficacy as a Board member and the efficacy of the Board as a whole.

6. **Other duties**
   - Assure compliance with local, state, and federal laws and regulations.
   - Uphold/Amend/Create policies for employees and students that support health of the organization.
   - Participate in annual performance reviews of Executive Director and Music Director.
   - Assess viability of new programming at BYSO.

Length of term: One term is equal to two years, with the opportunity to serve additional term(s) upon board approval. Board members are expected to contribute approximately 4-5 hours a month.

Note:
Per Washington State Legislature:
For information regarding "Liability of volunteers of nonprofit or governmental entities":
https://app.leg.wa.gov/rcw/default.aspx?cite=4.24.670