



## Mosaic Harmony Voting Board Descriptions 2023 – 2024 Season\*

### Bylaws Mission Statement

The mission of Mosaic Harmony (MoHa) is to manage a community choir dedicated to the principles of interfaith, interracial harmony and diversity and to promote a message of respect for all through the vehicle of inspirational music based upon the Gospel tradition.

### Bylaws Article III Summary

The business and affairs of MoHa are managed under the direction of the Board. The number of Voting Board Directors must be within the range of 5 to 7 members. Directors will serve two-year terms. An annual meeting of the Board is held after the annual meeting of Members for the purpose of appointing officers.

### President – Crystal Jefferson

- Schedules and leads the Board meetings
- Implements policies and procedures established by the Board
- Supervises the work of the Board
- Liaises with Music Director (David), Assistant Music Director (Laura W), and Director of Programs and Administration (Sabine) to keep lines of communication open
- Makes announcements at rehearsals
- Attends quarterly Strategic Advisory Group (SAG) meetings
- Delegates responsibilities to other Board members as needed
- Collaborates with Board officers on writing the Annual Report
- Conducts Annual Meeting
- Promotes the choir's mission/vision with social networks

### Vice President (VP) – Karen Stern

- Organizes and leads year-round **Events and Concert Team** (3-5 performing and/or supporting members, including VP) to support the work of the Director of Programs and Administration (Sabine)
- Organizes and leads special **30<sup>th</sup> Anniversary Concert Team** (5-7 performing and/or supporting members, including VP) to support the work of the Director of Programs and Administration (Sabine)
- Works with **Section Leaders**, ensuring they are familiar with rehearsal and concert guidelines
- Works closely with and performs the duties of the President during his/her absence
- Promotes the choir's mission/vision with social networks

\*The Board roles and responsibilities are subject to change as needed.



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### Secretary – Sallie Williams

- Provides notice of meetings to the Members and the Board
- Drafts and sends messages to membership on behalf of the Board
- Keeps the minutes of the Board and sends approved minutes to webmasters for posting online
- Works with the Assistant Music Director (Laura W) to research and pursue grant opportunities
- Promotes the choir's mission/vision with social networks

### Treasurer – Jim Price

- Monitors and directs MoHa finances
- Files legal and financial reports in compliance with state and federal regulations
- Maintains Mosaic Harmony's financial and legal records
- Sends donation statements to donors
- Provides monthly reports to the Board
- Responds to Board and member questions regarding MoHa's financial health
- Prepares the annual budget
- Works with Membership Chair on collecting/tracking membership dues
- Promotes the choir's mission/vision with social networks

**Note** - Since three of the new Board members will be joining this Board for the first time, it might be helpful to have the **Membership, Fundraising, and Community Building** Chairs co-lead a joint **Fundraising/Community Building Team**. Like the VP role, all these positions enlist the support of singing and supporting members.

### Membership Chair – Jan Callaway

- Manages the annual membership application process
- Greets members and supplies nametags at rehearsals
- Introduces and welcomes visitors and new members
- Keeps Treasurer and the Board informed of current membership and new members
- Follows up with new members and members who have been absent for a while
- Keeps track of rehearsal and concert participation numbers
- Promotes the choir's mission/vision with social networks

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### Fundraising Chair (FC) – Claudia Stallings

- Organizes and leads **Fundraising Team** (3-5 performing and/or supporting members, including FC) to implement at least 3 fundraisers: Sept-Nov, Dec-Feb, Mar-May
- Coordinates with Laura R and Lauren on the annual Do Tell Mama fundraiser in Jan
- Coordinates grant writing efforts for the choir
- Liaises with the **Events and Concert Team** on strategies to increase sponsors and donors for annual fundraising concert
- Liaises with **Community Building Team** on potential combined fundraising and social events
- Promotes the choir's mission/vision with social networks

### Community Building Chair (CBC) – Hey-Jin Kong

- Re-establishes **Community Building Team** (3-5 performing and/or supporting members, including CBC)
- Organizes and encourages member engagement in social activities: (i.e., Festive Fall Frolic, after-concert meal gatherings, annual retreat)
- Liaises with **Fundraising Team** on potential combined social and fundraising events
- Liaises with Lenore (Alto) to organize card signing for member life events (i.e., relocations, illnesses, celebrations)
- Collects donations for surprise gifts for members and staff
- Promotes the choir's mission/vision with social networks

### Board Meeting Agreements

We agree and commit to making this meeting a safe space for honest expression.

We agree to demonstrate respectful engagement.

We agree to be concise and encourage others to fully participate.

We agree to speak one at a time, allowing others to finish a thought before interjecting.

We agree to be fully present, listen intently, limit distractions, and share our thoughts.

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