

ONHB Board of Directors: Description of board roles and responsibilities

The By-laws provide the general framework of the board structure. The primary functions of the board members are Chair, Vice Chair, Treasurer, Secretary, and Member-at-Large. A sixth director is nominated by the band leaders and selected by the board to be the Band Leader Representative.

The board typically meets in-person once a month for 3-4 hours, in-person at a board member's home or occasionally over Zoom. In addition, board members will typically spend one day a week on average on various board activities. Examples of these activities include planning band programs, booking accommodations, preparing financial statements, responding to emails, editing communication products, organizing the concerts, developing surveys and questionnaires, taking inventory of our instruments, and purchasing new instruments and equipment. Additional ad hoc meetings may also be required. As a volunteer board, we strive to work by consensus and cooperatively. By taking on much of the administrative work, we keep membership fees to a minimum.

This is a **working board** with fixed timelines and numerous business and operational decisions. Some tasks don't fall neatly into one function and directors often work together or with the members of the extended team responsible for the ONHB's website, its music library or with others on special projects (e.g., the video compilations). Currently, the division of tasks is as follows:

Chair – chairs board, AGM and other meetings, prepares agendas with Secretary, manages overall program development and delivery, develops surveys and questionnaires, develops or edits ad hoc and scheduled communication products, plans/negotiates/books accommodations, responds to member and other inquiries;

Vice Chair – prepares communications sent to members, oversees and updates content on ONHB website, oversees instrument purchase and repairs;

Treasurer – prepares budgets and forecasts, makes all payments (about 300 annually), maintains the financial records using QuickBooks, prepares the financial statements, oversees the registration system, conducts revenue reconciliation, and makes all bank deposits;

Secretary – prepares agenda and minutes of meetings, develops planning calendar, acts as point of contact for NHIMA and SOCAN;

Band Leader Representative – reviews registrations and works with band leaders to ensure overall consistency and relativity of bands, recruits and coordinates band leaders, organizes the purchase of music, oversees the storage and distribution of ONHB music and instruments (predominantly percussion, with some winds), acts as liaison between board members and band leaders;

Member-at-Large – recruits volunteers for ongoing ONHB operations and one-off needs; plans, organizes and oversees outreach activities (e.g. Info Night), special events or projects (e.g. concerts, video compilations); acts as liaison between band reps and board

It is important to note that while titles are assigned, it has been the practice of board members to support each other with their various responsibilities - to share the workload and reassign tasks if required.