



Board of Directors Expectations and Responsibilities

GALA Choruses is a charitable organization and conducts its activities in accordance with section 501(c)3 of the United States Internal Revenue Code. Its mission is to support LGBTQ+ choruses as we change our world through song. Its Board of Directors is charged with the following responsibilities for the Association: setting its strategic direction, contributing to and ensuring its fiscal health, and general governance.

The following is offered as information on the responsibilities and expectations of a Director:

- Directors are elected by the Board of Directors and serve a three-year term, which may be renewed for additional one-, two- or three-year terms, not to exceed eight consecutive years.
- Directors are expected to attend all meetings of the Board. Without a quorum, no official meeting may be held, and no official action may be taken. Board meetings are generally held monthly. Most Board meetings are held via video conference; however, two or three meetings per year, on average, may be held in person.
- Directors are expected to serve on at least one committee and should attend all committee meetings. Committee meetings are generally held monthly via video conference.
- Directors are expected to contribute to GALA Choruses (give or get) a minimum of \$3000 per fiscal year. The travel and lodging costs for a Director to attend Board meetings and other official GALA functions that Directors are expected to attend are deductible from that amount. In any case, the cash portion of the contribution is expected to be at least \$1,000. The Board President works with each Board Director to determine the best means to accomplish the goal. In special circumstances, GALA may provide a Director with a scholarship to cover their travel and lodging expenses. In these cases, the expectation for the cash portion of the contribution remains, which can be fulfilled via fundraising activities or a sponsor.
- Directors are expected to participate in all fundraising activities undertaken by the Board as a means of meeting the fiscal responsibilities of the organization, which include participation at GALA's Pinnacle fundraising event held at Festival, with a table commitment, single ticket, or non-attending gift. To assist Board members in meeting their fundraising responsibilities, staff will offer a variety of options which may include opportunities for donor prospecting, cultivation, and solicitation; as well as less direct methods for impacting GALA's finances (i.e., encouraging registration for GALA events).
- Directors are expected to engage in advocacy activities for GALA Choruses which can include representing GALA Choruses at member chorus anniversary celebrations, recording videos for anniversary celebrations, and providing support to choruses in their general geographic area.
- Directors are expected to assist in planning for Board succession by identifying potential Board members and/or conducting interviews with potential Board members and their references.

- Directors are expected to understand and be committed to the mission, vision, values, and goals of the organization.
- All Directors are required to have internet e-mail access. Business may be conducted electronically.
- The average Director's time commitment is 10 hours monthly.
- Directors serve without compensation.
- Attendance records are kept and maintained by the secretary and will be periodically reviewed by the President and Governance committee. If it becomes difficult to meet attendance or other Board requirements, the President will counsel the Director. Directors may be removed with or without cause by a majority of the Directors in office.
- When the Board is in session, Directors have a responsibility to preserve order and decorum so the business of the Association may be transacted in an efficient and courteous manner. Board meetings are governed by the informal style of Roberts Rules of order, newly revised. This informal style permits the following:
 - A. The President will set the agenda and preside over Board meetings.
 - B. Directors may make motions and speak while seated.
 - C. Motions require a second and are passed by majority vote.
 - ◆ Discussion is not limited, unless by motion.
- All meetings are open to the Association's members unless the Board convenes an Executive Session.
- Minutes are taken and submitted by the Secretary.
- Directors will sign and adhere to the GALA Choruses Conflict of Interest Policy and Confidentiality Agreement.
- Directors must read, understand, and adhere to the bylaws of GALA Choruses, Inc.

By signing this document, I acknowledge that I have read and understand the expectations of me to serve on the Board of Directors of GALA Choruses.

Signed _____

Date _____