

**Radcliffe Choral Society Foundation, Inc.**  
**Board of Directors**

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**Our Mission and Statement of Commitment**

*The Radcliffe Choral Society Foundation preserves and advances women's choral music as a vital part of the musical canon, empowers women to lead rich and creative lives, and connects generations of women with one another in pursuit of artistic excellence and in service to the broader community.*

*The Radcliffe Choral Society Foundation is committed to supporting the Radcliffe Choral Society and its activities as the fundamental means through which the Foundation fulfills its mission.*

**The Board of Directors**

**It is often said that a director should be prepared to contribute some combination of TIME, TALENT and TREASURE. This is sometimes phrased as WORK, WEALTH and WISDOM.**

**The Board of Directors** is responsible for the general management and supervision of the business and affairs of RCSF. Directors serve three year terms and are elected by the members of RCSF at the Annual Meeting, which generally takes place in late May each year. Directors are limited to two full consecutive terms, and may be re-nominated after the passage of one year. Directors are expected to:

- regularly attend and actively participate in the three annual Board meetings and the Annual Meeting of Directors. Directors may participate in a meeting by conference telephone (or video chat) and are encouraged to attend meetings in person when possible. Directors should review all Board materials sent to them before meetings, and actively participate during meetings.
- actively participate in Board committee work. In addition to the Board's Executive Committee, RCSF has the following standing committees: Student Affairs, Alumnae Affairs, Finance, Development, Governance, and Nominating. Committee work is of great importance in performing the functions of the Board of Directors. Each Director is expected to serve on at least one of the Board's standing committees and diligently pursue its business.
- contribute to the general support of RCSF to the maximum degree possible, and assist in raising major support for the organization. It is expected that Directors make an annual gift. The suggested minimum levels for the 2017-2018 fiscal year are the following:
  - Class of 2011-Class of 2016: \$50
  - Class of 2006-Class of 2010: \$250
  - Class of 1991-Class of 2005: \$500
  - Class of 1990 and earlier: \$1,000
- be prepared to offer services and to participate in either fundraising or "friend-raising" activities in addition to their annual direct financial contributions.
- be aware of and conform to RCSF's Code of Ethics.
- inform themselves about RCSF and RCS and be spokespersons for RCSF and RCS, informing others, both casually and formally, when needed, of their roles and accomplishments.
- be familiar with the full set of reference materials available to the Board of Directors, posted on our [website](#).

## Board Committees

**Executive Committee.** Charged with acting in place of the Board between Board meetings when required. Responsible for overseeing fulfillment of the mission of RCSF, strategic planning, and the coordination of committee efforts. Chaired by the President, and generally includes the other officers and committee chairs.

**Nominating Committee.** Advises the Board on candidates for Directors, officers, and committee chairs. Fosters alumnae participation and identifies and reaches out to individuals to maintain involvement by alumnae with a wide variety of skills and experience.

**Governance Committee.** Responsible for seeing that RCSF runs smoothly and ethically, in accordance with the bylaws and the relevant state and federal laws governing nonprofit organizations. Reviews board meeting agendas and minutes, manages annual filings and insurance coverage, and is developing policies to serve and guide our growing organization.

**Student Affairs Committee.** Facilitates ways in which the RCSF Board and the broader alumnae community can support the students. Promotes student-alumnae interaction and advises on major student responsibilities, including budgeting and tour planning.

**Alumnae Affairs Committee.** Responsible for building connections within the alumnae community through events and special projects that maintain the rich traditions of RCS. The Communications subcommittee is responsible for coordinating alumnae outreach through paper and electronic communications.

**Finance Committee.** Oversees the financial affairs of RCSF, including (1) RCSF's cash flow and other financial details; and (2) RCSF's investment practices and policies, including any proposed distributions from endowment or other restricted funds.

**Development Committee.** Oversees annual fundraising, such as appeal letters, phonathons, and senior gift, as well as any targeted fundraising drives or campaigns. Acknowledges and stewards gifts and is responsible for donor engagement and cultivation.

**Communications Committee.** Responsible for coordinating alumnae and community outreach. Organizes and produces paper and electronic communication between current students, the Foundation board members and committees, and the greater Foundation, and maintains the RCSF website, social media pages, and alumnae records.

## How to be an Effective and Valuable Board Member of RCSF

**Be informed.** Be familiar with the Articles and Bylaws of RCSF and other introductory materials. Be aware of RCSF's various fundraising and "friend-raising" efforts and the activities, tours, and concerts of RCS. Whenever possible, support the activities of RCSF and RCS.

**Be prepared.** Prior to Board and Committee meetings, review the minutes of prior meetings to be approved. Read any financial or other reports and materials distributed in advance of Board or Committee meetings and, if appropriate, notify the President, Treasurer, or Committee Chair of matters that you believe should be considered at a meeting.

**Participate.** Take part in discussions by asking questions, stating opinions and listening to others. Do not rely on others to make points that you feel are important. Be an active member of at least one RCSF committee by volunteering to accomplish committee work in addition to regularly attending meetings. Fulfill your financial commitments to RCSF and all tasks you undertake in a timely manner.