



**MUSIC FOR MINORS II
BOARD OF DIRECTORS
General Information**
(revised 3/13/15)

The Board of Directors of Music for Minors II meets on a monthly basis.

General Duties and Responsibilities for all members of the Board of Directors:

1. Attend all meetings of the Board of Directors. If unable to attend, notify the President in advance.
2. Keep the Board informed of all activities. Prepare a brief oral or written report for presentation at each Board meeting.
3. Be familiar with the program and the By-laws.
4. Be familiar with the current MFMII budget. Keep expenses within the budget allotted for the job. Purchase supplies as needed. Keep receipts and submit them regularly, along with proper vouchers to the Treasurer.
5. Maintain binder of information including minutes, correspondence, and records pertaining to specific job. Turn binder over to successor and orient replacement at the June Board Meeting.
6. Send copies of appropriate correspondence to Executive Director.
7. Attend MFMII events.
8. Support MFMII promotions and fundraising events.
9. Help recruit new board members and docents, and encourage community support.