

Nova Musica Board Duties

Last updated September 18, 2019

Nova Musica non-profit registered charitable organization that was established in 1982. The society's mission is to provide opportunity for adult amateur musicians in the Edmonton community to continue to develop their musicianship through performance and instruction within an orchestral ensemble, and to produce accessible and affordable public performances open to varied Edmonton and surrounding area community audiences. The Nova Board is responsible for the management of the organization. The following document outlines the duties of each Nova Board member.

Duties of the President

Purpose

The President shall preside at all meetings, shall ensure that the policies of the directors are communicated to the members, and shall supervise all matters, proceedings, and concerns of the Society.

Responsibilities

1. Call and schedule Board meetings

Meetings may be called at any time, but no longer than three months shall elapse between board meetings.

2. Call and organize the Society's Annual General Meeting

The AGM must be announced 2 weeks in advance. The AGM is generally held at the beginning of the season in September.

3. Chair meetings

Prepare agenda and ensure it is followed, giving enough time to each item.

4. Signing authority

The President will be required to review and sign grant applications, financial statements, cheques, etc.

5. Communication

Work with the Secretary and Vice-President to communicate important information to the orchestra from the Board

6. Policies and bylaws

Understand policies and bylaws and ensure they are enforced.

Duties of the Vice-President Membership

Purpose

The Membership Vice-President shall be responsible for developing and recommending policies for the purpose of attracting new members and retaining existing members.

Responsibilities

1. Develop and distribute a welcome letter to new members

Should include information about website and password For Members Only (password = all3groconspirito). Reference Members Handbook (available on website) and the information included therein.

Also includes a registration form with name, address, postal code, phone numbers (home and cell) and email address.

2. Returning members

Update registration information. Reference Members Handbook and request a rereading as a reminder of Nova's policies.

3. Update Member Contact list (phone & email) and distribute

4. Update Google Groups email list for each new year

5. Receive and respond to emails from potential new members: contact@novamusica.org.

6. Welcome new members to rehearsal

7. Develop policies for attracting new members

Duties of the Ways and Means Coordinator

Purpose

The Ways and Means role is responsible for obtaining funding for Nova Musica Society by applying for applicable grants and by exploring other funding opportunities. This position works closely with the Treasurer and other members of the Board to compile information needed for the grant applications and serves as the primary contact for Nova with the funding agencies.

There are two grants for which Nova Musica typically applies:

- 1. Community Performing Arts Organizations Grant (CPAO)** – offered through the Alberta Foundation for the Arts (AFA). Deadline for applying for this grant is *November 1*.

2. **Arts Operating Grant Program (AOG)**– provided by the City of Edmonton, Edmonton Arts Council. Deadline for applying for this grant is *December 1*.

Responsibilities

The responsibilities of this role fall within three general categories as described below.

1. Grant Application Process

The grant application process for each grant starts in September and coincides with the Board meeting and Annual General Meeting.

The Ways and Means board member is responsible for completing the grant applications and ensure they are submitted by the relevant deadline. The grant applications can be found on the following websites:

For the **Community Performing Arts Organization** grant:

<https://www.afta.ab.ca/funding/find-funding/professional-performing-arts-organizations-operating-funding>

For the **Arts Operating Program** grant:

<https://eacawards.fluidreview.com/>

Detailed instructions are provided on each site along with contact information, should additional assistance be needed.

For the most part, the information requested in these applications does not change from year to year. Some of the information can be cut and pasted from previous year applications (e.g. the narrative). Submissions from previous years can be found in the Nova drop box and provide a good reference for completing current year grant applications.

The following documents and information requirements, however, are specific to the current years' application and are updated annually. You will need to collaborate with the responsible Board members in order to collect these documents which get downloaded to the online applications. Some of these are common to both applications and some are specific to one agency.

Document	Responsible
1. Most recent Corporate Registry Filing (filed annually by the Treasurer)	Treasurer

2. Financial Statement for <i>Community Performing Arts Organization Grant</i>	Treasurer
<ul style="list-style-type: none"> • Provided at the Annual General Meeting (AGM) and signed by two Board members 	
3. Concert Information including dates, venue, audience numbers	Concert Coordinator
4. Promotional Materials	Concert Coordinator
<ul style="list-style-type: none"> • Concert posters must include the logos of all funding agencies 	
5. Minutes of the Annual General Meeting	Secretary
6. Financial Information for <i>Arts Operating Program Grant</i> (template is provided in the online application)	Treasurer
7. List of Board Members including name, address, phone number and position on Board	Ways and Means (collect this information at the first Board meeting in September)

Once the application is submitted, the funding agency will let you know whether any information is missing and when to expect a decision on the submission. It normally takes several months before a decision is communicated from each of the funding agencies as to whether the grant has been approved and the amount of the grant.

Approved grants will be communicated typically by email to this position and the funding agency will send the cheque and any related correspondence directly to the President, Nova Musica Society.

2. Reporting – Final Report and AGM Report

The Alberta Foundation for the Arts (AFA) requires a final report for any grant that we receive. As the primary contact for the Foundation, you will receive an email from the AFA contact confirming this requirement along with the link to the online report form and the deadline for reporting. **The final report is critical to any future grant requests from the AFA. Failure to provide this report will result in Nova Musica forfeiting opportunities to apply for a grant for three years.**

The Edmonton Arts Council does not require a final report.

The Ways and Means Director is also responsible to report on grant applications and outcomes at the Annual General Meeting in September and at Board meetings, as appropriate.

3. Record Management

Completed applications are sent online directly to the two granting agencies. Copies of each need to be retained in the Nova Musica Society drop box along with any correspondence received from the funding agencies.

Copies of the completed grant applications are sent to the Treasurer and Secretary for information and filing.

Duties of the Treasurer

Purpose

The treasurer shall receive and manage the monies of the Society and keep financial records and books to accurately present at all times the financial condition of the Society.

Responsibilities

The role of treasurer contains the following general responsibilities:

1. Monthly responsibilities:

- Write cheques to orchestra conductor, to any substitutes at the same rate, for space rental, to anyone submitting receipts for approved society expenses (web hosting, equipment maintenance, venues etc)

2. Late August/ Early September:

- Prepare Treasurer Report in time for Late September AGM. Print copies to distribute. Treasurer report contains:
 - Summary of stability of finances and comparison of operating reserves from the prior year
 - Report Deficit or Surplus with a description of membership fees and expenses
 - Report on any accounts receivable or owing
 - Attach Statement of Finances and Income Statement

Example:

*NOVA MUSICA SOCIETY
TREASURER'S REPORT
SEPTEMBER 26, 2017*

The Nova Musica Society ("Nova") is financially stable, with increased operating reserves compared to previous seasons.

Nova ended its 2016-17 season with a modest surplus. Revenue from membership fees went up from previous seasons (following a fee increase in 2016), and expenses went down (thanks to the cancellation of Nova's P.O. Box).

All accounts that were still outstanding at the end of Nova's financial reporting period in June 2017 have since been settled.

Attached: 3 pages

3. Early September:

- Prepare Financial Statement and Income Statement. These statements must be signed by treasurer and a second board member. Copies of these will accompany the Society Annual Return, outlined next. Provide signed copy of the Financial and Income statement to the Ways and Means board member.

4. Late September/October:

- File Society Annual Return. A form will have been sent to President which needs to be filled out with all requested info and either mail to

Alberta Registries
PO BOX 1007 STN MAIN
EDMONTON AB T5J 4W6

Or drop off in person (which helps if you're unsure of your documents and need guidance or a high five)

Alberta Registries
Corporate Registry
John E Brownlee Building
10365 - 97 St
Edmonton AB

5. October/November:

- Collect and deposit membership fees. Fill out deposit summaries and keep deposit receipts from bank.
- Fill out tax return. Use info assembled from Financial Statement and Statement of Income.

COPY ALL DOCUMENTS, SCAN AND UPLOAD TO NOVA DROPBOX OR YOUR OWN, AND SHARE WITH BOARD.

6. February:

- Mail charitable receipts to any donors before Feb 28. This does not include membership fees. This is only for gifts given from audiences, venues, groups, etc.

7. April:

- Prepare year end report

8. Description of Fees and Regular Expenses:

- \$175/rehearsal or performance: Conducting (Bill, substitute, sectional guest)
- \$300 annually: Honorarium donation to Ecole Gabrielle Roy for space, towards their breakfast program.
- \$200 (appx): Web hosting

- Maintain TD Bank Account. Hold TD Customer Card and know relevant passwords. Maintain all associated accounts. (Future: Paypal account for electronic payments). Attend bank meeting to obtain signing authority.

ITEM 1: Previous summary of duties: (Prepared by Adrienne Tastad)

Nova Musica Society – Summary of Treasurer’s duties

- Write monthly cheques to conductor, throughout Nova’s season.
- Present statement of financial position at annual general meeting, listing:
 - Nova’s income, disbursements, assets, and liabilities.

Note: If signing authorities need changing after AGM (due to election/appointment of new directors /officers), the new, and 2/3 existing authorities must visit bank, with ID.

- File [Society Annual Return](#) with Alberta Corporate Registry, including:
 - Society name, Corporate Access No., address, date of incorporation, and Directors’/Officers’ names, appointment dates, addresses (w/postal codes); and,
 - signed copy of audited financial statement presented at the last annual general meeting held before annual return year end (i.e., September 30, for Nova).

Note: The most recent Annual Return with Alberta Corporate Registry needs to be attached to some grant applications (e.g., Edmonton Arts Council - Community Operating Grant).

- Collect registration fees (and members’ names, addresses [w/postal codes], and membership type, e.g., student, senior).
- Deposit registration fees (e.g., using TD Business Account Deposit Slip).
- File [Registered Charity Information Return](#) and related documentation with Canada Revenue Agency by **December 31**, including:
 - Society name, BN/Registration No., address, and Directors’ names, appointment dates, addresses, telephone numbers and birth dates; and,
 - detailed financial information.
- Issue [charitable receipts](#) by **February 28**.

Note: Receipts must be issued for any funds received within the fiscal year

Duties of the Secretary

Purpose

The secretary shall conduct the correspondence of the society, issue notices of meetings, and keep minutes of all meetings.

Responsibilities

- 1. Take minutes during Nova Board meetings and the Annual General Meeting.**
- 2. Review and edit minutes, and submit to the board for additions and corrections and signature of the chair of the meeting.**
- 3. Submit minutes to drop box.**

4. **Send e-mails on behalf of the board as directed by the President, Vice-President or other member as necessary.**
5. **Receive and manage records related to the operation Nova.**

Duties of the Concert Coordinator

Purpose

The Concert Coordinator shall be responsible for finding and securing suitable locations for which to hold a concert for Nova Musica to perform.

Responsibilities

1. **Works with the rest of the Executive Board to set a date and time for the concert(s).** Often, this is done at the beginning of the Nova season. Once the date(s) has (have) been set, suitable concert venues can then be selected.
2. **Responsible for finding, visiting and securing suitable concert venues for Nova Musica performances.** Things to consider for a concert venue include – size: is it big enough to fit our current orchestra size? Are there enough armless chairs for the orchestra to use? Is there room for an audience? Is there a secure location in which the orchestra can leave their cases?
3. **Provide the membership, as well as the Ways and Means Board Member, with upcoming concert information, as soon as it becomes available.** This includes: date and time, venue location, if additional audience members are allowed.
4. **Ensures all necessary logos (Nova Musica, any logos required as part of any Grants) are on promotional posters, and share posters with the Ways and Means Board Member for reporting purposes.**
5. **Organize posters and programmes, often alongside outside partners, and social media volunteers**
6. **Upkeep and addition of running list of past concert locations, repertoire, and audience numbers.**
7. **Finds and/or works with outside partners and organizations (i.e. a group or organization with whom we work to find a concert venue, advertise and otherwise work with to put on a concert in some capacity), to help fundraise money for as part of the Nova Musica performance.**
8. **In absence of concert partners, find other local and suitable groups to which our funds raised as part of our concert can be donated.**

