

Civic Symphony Association Committee Structure

Reason for Establishing Formal Operational Committees

- Due to the recent growth of the organization, the current method of accomplishing administrative tasks by creating ad hoc committees staffed by board members is no longer viable.
- A more formal structure for volunteer committees and their functions should be established to facilitate efficiency and promote accountability.
- The committees should be lead by a board member who will report on successes and challenges at board meetings so that the board may oversee activities and intervene if any issues arise.
- If the burden of administrative tasks is removed, the board can focus on the overall vision/policy of the organization.

Committees

Governance Committee

Responsible for contract personnel, hiring musical talent, and ongoing evaluation and effectiveness of the board and organization. Due to confidentiality and HR law, this committee is only staffed by board members. **Led by** Greg Zinkl and Nathan Park.

Function

- Oversee music director/conductor/concert master performance
- Recruit and hire musical talent (including guest conductors, musicians)
- On-going evaluation of effectiveness of the board/board members and committees/committee members

Performance Committee

Responsible for day-to-day operation of the performing groups. **Led by** Greg Zinkl and Nathan Park.

Function

- Program planning
- Stage management such as site selection for performance and rehearsal
- Program promotion - marketing and program production in coordination with Marketing Committee
- Library administration

Volunteer Needs: library administration, program promotion, calendar management, concert ushers

To Volunteer: Contact greg@sfcivicmusic.org

Membership Committee

Responsible for membership recruitment and retention. **Led by** Nathan Park and Helen Tsang.

Function

- Address member personnel issues
- Musician recruitment and placement
- Collaborate with Performance Committee to ensure musician personnel needs are met for each performance
- Development and enforcement of membership policies

Volunteer needs: serve as an orchestra liaison, new member orientation, member communications

To Volunteer: Contact nathan@sfcivicmusic.org

Finance Committee

Responsible for the financial management and operations of the organization. **Led by** Gerri Donato.

Function

- Oversee finances for the organization
- Draft annual budget proposal for board approval
- Prepare financial statements and reports for regularly scheduled board meetings and for the annual membership meeting
- Manage and track donations to the association from all sources (musician members, audiences, matching corporate grants, community patrons)
- Pay bills in a timely manner
- Issue tax deductibility letters to one-time donors of \$250 or more, or upon request.
- Obtain W-9 forms, and prepare annual 1099 forms for contractors who earn more than \$600/year
- Responsible for annual federal and state tax filing
- Update Donor Recognition List for publication on the website and in performance programs

Volunteer needs: data entry into spreadsheet tracking concert revenue and attendance

To Volunteer: Contact gerri@sfcivicmusic.org

Fund Development & Marketing Committee

Responsible for fund development and marketing strategy. **Led by** Kate Cowan.

Function

- Develop overall strategy for fundraising efforts for the organization
- Oversee and guide fundraising activities including membership drives, gala events
- Establish a donor base - individual and institutional
- Donor relations and retention
- In collaboration with the Performance Committee, marketing for performance events and program production
- Lead community outreach efforts and strategy
- Develop strategic collaborative partnerships with like-minded community organizations and groups

Volunteer needs: donor event planning, concert promotion, program design, donor stewardship, grant writing, donor communications, copywriting

To Volunteer: Contact kate@sfcivicmusic.org

A. Gala Subcommittee

Responsible for planning and execution of the annual fundraising event. **Led by** Kate Cowan and Kathy Seddiqui.

Function

- Develop thematic elements
- Recruit volunteers
- Solicit sponsorships and in-kind donations
- Develop invitation list
- Venue and vendor selection
- Develop program and run of show
- Develop collateral including invitation, emails, website copy, etc.
- Plan afterparty
- Vendor and donor thank yous and follow ups

Volunteer needs: volunteer recruitment, sponsorship and in kind donation solicitation, program design, collateral design, copywriting, event planning, day of volunteers

To Volunteer: Contact kate@sfcivicmusic.org

IT Committee

Responsible for website and technology management. **Led by** Nathan Park.

Function

- Manage, administer, and update the public-facing website, including domain renewal
- Develop and maintain internal membership website
- Manage operational emails to members and audience
- Email administration
- Document and Google Drive management
- Technical support
- Oversee organization technology

Volunteer needs: website copywriting, updating website, technical support, internal website development, email management

To Volunteer: Contact nathan@sfcivicmusic.org