



**National Association of Pastoral Musicians
Grand Rapids Diocesan Chapter**

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NPM-GR Board Job Descriptions

as of 03.24.2009

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Chapter Director (President)

- ❖ two-year term, elected in odd-numbered years, renewable once
- ❖ the Director continues on the board (*during the term of the following director*) as the Immediate Past Director, responsible for advising the board as a non-voting ex-officio member and serving on the nomination committee
- ❖ *responsible to the entire board and membership*

Responsible to:

- direct meetings of the chapter board
 - set or confirm board meeting dates, times and locations
 - set chapter board meeting agenda, facilitate the meeting and keep the board on task
 - distribute board meeting minutes (after receiving and proofreading them from the secretary) in a timely manner
 - maintain absentee records and follow-up with unexcused board members
 - encourage, facilitate, prod and assist other board members at meetings and in their work as chairs
- serve as MC for chapter events
- lead the business portion of chapter events smoothly and efficiently, with a clear agenda
- inform chapter members of news, goals, etc. at chapter events
- serve as chapter liaison to the diocesan offices
- represent the GR Chapter at national events
- appoint members to any committees needed to work on special projects or issues
- select and act as part of the nomination committee, beginning in January of each year, seeking and conferring with possible board members to fill vacancies for the next term

- regularly provide the web master with news and information

In collaboration with other board members, the Chapter Director is responsible to:

- mentor new board members
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- survey and discern the liturgical music formation needs of the GR chapter members
- organize four member events around the diocese per year to meet the needs of the members
- organize a spring banquet to gather the membership, elect new board members and celebrate
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- enforce deadlines
- prepare the NPM chapter rebate form in May of each year (Treasurer and Membership also report on this form)
- oversee the proofreading of chapter correspondences, newsletter, yearbook and member event publicity
- co-sign on the chapter checking account (*with the Treasurer*)

Estimated time commitment:

-

Prerequisites:

- first hand knowledge and experience in parish music ministry
- enjoy working with a variety of types of people, pastoral
- comfortable assuming a top leadership position in an organization
- creative, collaborative and a good problem solver
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Notes:

- there are extensive notes, suggestions and directions for the chapter director in the *Chapter Manual*, published by the association's national office

Treasurer

- ❖ two-year term, elected in even-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- formulate a budget for projected expenses
- monitor all income, expenses, reimbursements, etc. with a *general ledger* and an *accounts receivable/payable notebook* [this comes from the chapter handbook]
- provide an informal account of finances at chapter board meetings and events
- provide a formal annual account of finances to the chapter and the national office [this comes from the chapter handbook]
-

In collaboration with other board members, this board member is responsible to:

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- collaborate to maintain a list of current, former and potential sponsors (*with Membership?*)
- solicit sponsors for the chapter (to be acknowledged on the web site, in the newsletters and in the yearbook)
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- co-sign on the chapter checking account (*with the Director*)
- support other board members in their work

Estimated time commitment:

-

Prerequisites:

- comfortable with basic financial duties
- first hand experience in parish music ministry
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Programs Chair

- ❖ two-year term, elected in even-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- lead a committee to draw up proposals for program events 6-18 months in advance, and present them to the chapter board
- find locations and acceptable dates for each chapter event as far in advance as possible, communicating with venues by telephone and email
- determine speakers, panel members, and/or workshop presenters as necessary for all chapter events
- coordinate the facilities, hospitality, food (if any), musicians (if necessary), equipment and presenters for each chapter event
- provide all information necessary for publicity/promotion of each event no later than four weeks before the event date
- introduce the speaker/presenter at chapter events, or delegate the responsibility to another willing person

In collaboration with other board members, this board member is responsible to:

- use the input of the board members to help with identifying program events, choosing locations, identifying potential speakers, etc.
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- organize a spring banquet to gather the membership, elect new board members and celebrate
- support the hospitality chairperson's efforts for each event (food, refreshments, decorations)
- support the prayer chairperson's efforts for each event (pass on contact information of local musicians)
- support the publicity chairperson's efforts for each event (provide information)

- observe deadlines
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- support other board members in their work

Estimated time commitment:

- 3-4 hours per chapter event, outside of board meetings and chapter events

Prerequisites:

- first hand experience in parish music ministry
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- comfortable with making telephone calls and coordinating the work of others
- organizational skills suited to performing these duties in a consistent and timely manner

Notes:

- there are usually 4-5 chapter events each year
- the chapter actively attempts to hold events in the various regions of the diocese (e.g. the G.R. area; east [Ionia-Portland]; lakeshore; and north (usually no closer than Howard City))

Membership

- ❖ two-year term, elected in odd-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- create/update the membership flyer each March-April in time for the annual banquet
- send out a membership drive mailing each April-May (after the banquet)
- receive and record all memberships; pass member dues to chapter Treasurer
- maintain the list of current, former and potential members with information that includes names, parishes, mailing addresses, phone numbers, email addresses, titles/positions, instruments played, lessons taught, etc.
- pass membership dues paid to chapter treasurer as they are received
- copy the membership database to the director to keep them informed and serve as a backup
- make chapter membership brochures available at all chapter events
- send information about membership in the national organization to chapter members who are interested
- provide current mailing labels in a prompt manner to the board for any chapter mailings (newsletter, publicity, etc.) throughout the year
- provide a current email address list from the membership data in a prompt manner to the board for publicity and news announcements

In collaboration with other board members, the membership person is responsible to:

- provide electronic documents of the membership information from which the yearbook will be created; this occurs each August-September, after the membership deadline (*with Yearbook person*)
- compile a list of local chapter NPM members who are also national NPM members to calculate the chapter rebate; this occurs each June-July (*with the Director*)
- collaborate to maintain a list of current, former and potential sponsors (*with the Treasurer*)

- observe deadlines
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- support other board members in their work
- mail letter of welcome, yearbook and membership brochure to new music directors in our area, offering free 1 year membership (*with Yearbook person*)

Estimated time commitment:

- 2-4 hours to create/update, publish and mail the membership flyer
- 5-6 hours per year for processing membership forms and updating the chapter data/mail list
- approx. 1 hour per year working with the yearbook person to provide them with necessary data
- approx. 1 hour per month in maintaining/updating the chapter data/mail list and providing labels to the board for any mailings

Prerequisites:

- first hand experience in parish music ministry
- able and willing to collaborate
- able to create and keep records with a high degree of accuracy
- possession of an adequate computer, spreadsheet software and basic desktop publishing software
- consistent backup procedure to safeguard against data loss
- sufficient computer skills to communicate, to work with the membership spreadsheet, complete mail-merges for labels, and create/update the membership flyer
- good writing skills for the creation/update of the membership flyer
- organizational skills suited to performing these duties in a consistent and timely manner

Notes:

- the membership brochure usually includes:
 - tear-off membership form
 - description / mission statement of the chapter
 - description of the benefits of membership
 - list of sponsors from previous year
 - summary of events of the coming year

Prayer

- ❖ two-year term, elected in odd-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- lead the board in prayer at each board meeting
- prepare a prayer service for each chapter event
 - utilize musicians from the hosting parish when possible
 - rehearse with musicians, if necessary
 - designate presider, readers, cantors, etc. as necessary
 - arrange for any music, scriptures, petitions, candles, incense, etc. that may be needed
 - provide copies of a worship aid, if needed

- pray for our members, the communities we serve and the Church as a whole (not required, but helpful)

In collaboration with other board members, this board member is responsible to:

-
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- support other board members in their work

Estimated time commitment:

-

Prerequisites:

-
- first hand experience in parish music ministry
- comfortable with Liturgy of the Hours
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Notes:

- worship aids must respect copyrights

Recording Secretary

- ❖ two-year term, elected in even-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- take notes/minutes at board meetings; type, publish and distribute meeting minutes (by email, as far as possible) to board members
- record detailed minutes for business sections of chapter events, and general summaries of other portions of chapter events, i.e. topics, presenters, etc.
- assist with publishing flyers, programs or other documents, and other clerical tasks as needed
- serve on various sub-committees as needed (time commitment is variable)
- send thank-you notes to speakers, hosts, etc.
- send information about the chapter's activities three times per year to the national office for submission in the *Pastoral Music* magazine, the *Notebook* newsletter, and/or the NPM Website [this comes from the chapter handbook]
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In collaboration with other board members, this board member is responsible to:

- proofread board meeting notes/minutes before distributing (*with the Director*)
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- support other board members in their work

Estimated time commitment:

- approximately 2 hours per month outside meeting time

Prerequisites:

- first hand experience in parish music ministry
- comfortable with technology, as in using a computer to communicate and prepare documents
- able and willing to collaborate
- organizational skills suited to performing these duties in a consistent and timely manner

Notes:

- tape or digital recorder can be useful for remembering details from board meetings

Publicity

- ❖ two-year term, elected in even-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- publish and mail a promotional invitation/flyer for each chapter event at least four weeks in advance
- create and send a promotional email for each chapter event at least four weeks in advance
- provide publicity information and news to the web master

In collaboration with other board members, this board member is responsible to:

- obtain all information necessary for event publicity (*with the program chair*)
- obtain up-to-date mailing labels and email addresses for publicity of each event (*with the membership chair*)
- observe deadlines
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- support other board members in their work

Estimated time commitment:

- 1-3 hours per chapter event to be publicized, outside of board meetings and chapter events

Prerequisites:

- possession of an adequate computer basic desktop publishing software
- sufficient computer skills to create attractive publicity/promotional materials and emails
- good writing skills
- first hand experience in parish music ministry
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Hospitality

- ❖ two-year term, elected in odd-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- keep track of NPM “tub” of supplies and bring it to meetings and events as needed
- prepare or bring coffee (and supplies) to board meetings, and healthy snacks (this depends on what board members prefer); submit the receipt to Treasurer for reimbursement
- plan a small meal for chapter events
 - discuss in advance of member event, in collaboration with hosting parish, what simple entrée they or church helpers will prepare for event
 - share menu information with the Programs and Publicity coordinators as far in advance of an event as possible
 - determine how much, if any, the cost of the meal will be for each person
 - purchase table covers, paper products, decorations, etc. as needed for chapter events; submit the receipt to Treasurer for reimbursement
 - set up at tables and chairs each event, including any tables needed for serving food/drinks, tablecloths, table decorations, table service (disposable is usually fine), side dishes of the meal, coffee, etc.
 - Reasonable stipulations to this duty are:
 - ▶ event is publicized properly at least 3 weeks in advance of event date
 - ▶ RSVP's indicate how many people are coming the week (or so) before the event
 - ▶ if these requirements are not met, punch and cookies or other light snack will suffice; the hospitality coordinator and host parish will not be expected to be responsible for a dinner

In collaboration with other board members, this board member is responsible to:

- discuss hospitality budget for each event and work within that budget
- share ideas for meal menus for chapter events (ultimately a hospitality decision)
- delegate welcoming, registration and money collection at chapter events to Treasurer and/or other board members who are not otherwise helping with hospitality duties
- provide name tags for banquet attendees, and for other event attendees as warranted
- assure that post-event cleanup is done properly
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- support other board members in their work

Estimated time commitment:

- 1 hour before board meeting starts to get/prepare snack and arrive 15 minutes early to prepare coffee, etc. (12 hours/year)
- time needed for planning and coordinating event dinners depends on cooperation level from host parish and other board members
- shopping for events can be done during your own shopping time; keep receipts separate
- arrive 1 hour before chapter events to set up (4 hours/year)
- as much as 2 hours per event will be needed for phone and email communication
- time needed for the spring banquet can be 10 hours or more, including planning, communication, on-site set-up, event time and cleanup

Prerequisites:

- first hand experience in parish music ministry
- able to cover details
- able and willing to collaborate
- good sense of humor
- enjoy socializing
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Newsletter

- ❖ two-year term, elected in odd-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- publish four issues of the newsletter per year, according to a timetable set in consultation with the chapter board
- collect information for the chapter newsletter
- judge and edit all submissions to the newsletter for priority and appropriateness
- scan in artwork for sponsors—to be used in newsletters, yearbook, and other misc. opportunities
- maintain a reasonable level of consistency of appearance among the different issues
- copy, fold, staple, stamp and mail/email each issue of the newsletters as inexpensively as appropriate, using mailing labels provided by the Membership person
- provide an electronic copy of the newsletter to the web master
- each edition of the newsletter will contain:
 - artwork acknowledgement for all sponsors at agreed upon size
 - upcoming chapter events
 - other events of interest to members (Chorister's Guild, AGO, concert announcements, etc.)
 - positions open, positions recently filled
 - information about how to submit information for the newsletter, and deadlines for upcoming issues
- The newsletter will contain the following when timely and appropriate:
 - Convention information
 - event reviews
 - election information
 - Aquinas College class offerings of interest to members
 - music exchange – music needed, music available, for sale or gift
 - commentary, editorials, open letters...
 - humor, thoughtful quotes, etc.
 - board member names
 - invitations to members to attend board meetings
 - liturgical news
 - book / other material reviews
 - other information of interest to members
-

In collaboration with other board members, this board member is responsible to:

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- observe deadlines
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- support other board members in their work

Estimated time commitment:

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Prerequisites:

- writing skills adequate to the task of writing for and editing the newsletter
- computer skills in software and appropriate for publishing a newsletter that includes graphics
- access to computer equipment and software capable of creating the newsletter
-
- good writing skills
- first hand experience in parish music ministry
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Yearbook

- ❖ two-year term, elected in even-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- prepare and distribute membership yearbook in September/October.

In collaboration with other board members, this board member is responsible to:

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- observe deadlines
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- support other board members in their work

Estimated time commitment:

-

Prerequisites:

-
- first hand experience in parish music ministry
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Notes:

- the yearbook should include:
 - a listing of all members that includes name, address, phone number(s), email, parishes, positions, instruments played, lessons taught
 - a listing of the current board members
 - acknowledgements for each of our sponsors
- the yearbook may include:
 - a brief chapter history
 - a listing of past chapter directors and terms
 - notes about our chapter logo
 - a listing of parishes represented
 - a listing of instruments, played by whom
 - a listing of lessons taught, by whom

Member At-Large

- ❖ two positions; two-year term, elected in odd/even-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- serve as another set of eyes and ears for brainstorming and decision making
- take on other duties as is appropriate

In collaboration with other board members, this board member is responsible to:

- serve on sub-committees of the board; e.g. for programs, hospitality, publicity, etc.
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- assist when possible with clerical chores for mailings, yearbooks, etc.
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- support other board members in their work

Estimated time commitment:

- approximately 2 hours per month for board meetings
- time needed for participating in chapter events and helping with other projects is variable

Prerequisites:

- first hand experience in parish music ministry
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

Student Member At-Large

- ❖ two-year term, elected in odd-numbered years, renewable once

Responsible to:

- participate regularly in chapter board meetings and events
- serve as another set of eyes and ears for brainstorming and decision making
- take on other duties as is appropriate

In collaboration with other board members, this board member is responsible to:

- serve on sub-committees of the board; e.g. for programs, hospitality, publicity, etc.
- assist the hospitality coordinator as needed at chapter events with setup, welcoming, cleanup, etc.
- assist when possible with clerical chores for mailings, yearbooks, etc.
- encourage fellow liturgical musicians of the Grand Rapids diocese to join and participate in the GR chapter
- support other board members in their work

Estimated time commitment:

- approximately 2 hours per month for board meetings
- time needed for participating in chapter events and helping with other projects is variable

Prerequisites:

- college or high school student
- first hand experience in parish music ministry
- able and willing to collaborate
- comfortable with technology, as in using a computer to communicate and prepare documents
- organizational skills suited to performing these duties in a consistent and timely manner

NPM-GR Board Election Cycle

Elected in odd-numbered years:

- Chapter Director
- Membership
- Prayer
- Hospitality
- Newsletter
- Member-at-Large, Student
- Member-at-Large (#1)

Elected in even-numbered years:

- Treasurer
- Programs
- Recording Secretary
- Publicity
- Yearbook
- Member-at-Large (#2)

- All terms are for two years, renewable once.*
- Off-year elections are sometimes needed to fill a vacancy for the remainder of the term.*
- The immediate past-director serves as one of the ex-officio advisors to the board.*