



Roles and Responsibilities for New Mexico Jazz Workshop (NMJW) Board Members

The NMJW Mission: The New Mexico Jazz Workshop ensures access to a higher quality of life through music education and performance. This is accomplished through a focus on Jazz – a uniquely American art form.

1) Attend Monthly Board Meetings and Annual Planning Meetings

- Commit to Focus on NMJW as a Priority *(Required)*

2) Strategic Guidance

- Know and be able to articulate the mission to the public
- Discover and identify creative ways to to fulfil the mission
- Help support the organization to meet its yearly goals
- Participate in the creation of a long term vision/plan as needed
- Preserve the long term vision/plan by using it as a guide to approve business

3) Financial Oversight

Responsible for:

- Approving the organizational budget
- Ensuring that the organization is being run within its means.

4) Fundraising

Help raise money for the organization:

- Become a Member of the Organization *(Required)*
- Attend and/ or volunteer for NMJW fund raisers and events
- Donate skill/ professional time, resources, and/ or money
- Identify possible sources of funding, grants, and donations
- Or, work with staff to seek donations from businesses, foundations and individuals

5) Public Relations

Raise Positive Awareness of NMJW by:

- Word- of - Mouth
- Service and outreach
- Help raising money

New Mexico Jazz Workshop 5500 Lomas NE Albuquerque, New Mexico 87110

Office: 505-255-9798 Fax: 505-232-8420 www.nmjazz.org



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6) Executive Director and Board Selection

- Search, interview, and hire an Executive Director as needed
- Review/ approve the Executive Director's Employment Agreement as needed
- Select and vet Board Members through a Nominating Process
- Ensure that new board members are properly oriented for service

7) Respect for the NMJW Organization

- Know and follow Board and Volunteer Policies
- Follow Board decisions
- Fair and unbiased treatment of Board members, staff and volunteers

8) Oversee organizational compliance with NMJW Bylaws, State and Federal Non-profit Business Law

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