

New Mexico Jazz Workshop

Roles, Rights and Responsibilities of the NMJW Advisory Group

Currently we refer to this group of advisors as a Board. They do not function like a Board as there are no scheduled meetings or identified roles. The committee is proposing to change the name from a “Board” to the “NMJW Advisors”

The “Advisory Board” committee discussed how the Board members currently worked and provided input and direction and worked to come up with recommendations that fit the role of our advisors and the needs of the organization.

We found that advisors are busy professionals in different fields and don't generally have time to be part of a “Board” per say, but are interested in assisting in preserving and growing the Jazz Art form through the use of their specific experiences and talents. The new approach takes into consideration these considerations.

Becoming an Advisory Group Member

- Individuals are asked to become advisors based on their expertise and how they can help the NMJW Board meet its goals and objectives.
- Individuals may nominate themselves for the Advisory Group.
- Advisors must be approved by a quorum of the Board.
- Current Advisors are grandfathered in.
- Annually a letter will go to the Advisory members asking if they want to remain part of the Advisory Group, however, advisors serve at the discretion of the Board.

Meetings

- No regular meeting are required of the Advisory Group
- Advisors are invited to attend all Board meetings and the annual retreat

Utilizing Advisors

- Executive Director (and the staff through the executive director) have access to Advisory members and the advisors have access to the executive director (and the staff through the executive director).
- Depending on the need/task/scope of work, an appropriate Board member/Executive Director/Staff will be a liaison to the Advisor(s) working on a specific task.
- Advisors are empowered to fully participate on programming or other committees. This is the way that an advisor can have direct input on specific issues that impact the Organization.

Advisory Group Size

- There will not be a set number of advisors. The goals, objectives and needs of the Executive Director and the Board determine the number of Advisors that are needed.

Who can be an Advisor:

- Any age group - willing to assist us in meeting our goals and objectives and mission,
- Advisors **must be a member** of Jazz workshop.

What are the roles of the Advisory Group:

- Consulting on specific issues based on interest and expertise
- Identifying resources and being a liaison between the resource and the Board
- Getting jazz educators, instructor and student input
- Asking questions of the Board or answering questions from the Board
- Helping with Board goals/objectives.
- Helping with specific programs
- Serving on committees
- **Having the right** to be part of the program committee with direct input as a committee member.
- Asking to have items put on the agenda for discussion (attendance at a meeting is not mandatory for an advisor that wants an agenda item discussed).
- Potential candidate for the Board. All Advisors are considered potential Board members at their discretion.

Advisors Communication Requirement:

- Advisors will receive the monthly Board Meeting package and all other Board communications.
- The NMJW will keep on file an approved profile of each of the advisory board members that outlines their expertise, commitment to Jazz, date they became an advisor and areas they want to advise on. This can be done through an interview process or a written response.
- The NMJW has the right to list advisors on letterhead, in correspondence and on the NMJW website.
- The NMJW has the right to publish the approved profile of each board member in a NMJW Newsletter.