

Edit: May 5, 2025

**BOARD MEMBER/EXECUTIVE COMMITTEE – PRESIDENT**

The President shall be the Chief Executive Officer of the Society, and, subject to the control of the Board, shall in general supervise and control all of the business and affairs of the Society and perform such other duties as necessary to fulfill the society's mission and objectives.

**Term:** 3 years from first Tuesday in May to June 30 three years after election, as elected by the Board of Directors and TBS members present at the May TBS Board meeting and shall not exceed three consecutive terms.

In the situation of an unexpected vacancy or otherwise incapacity of the elected President, The Board of Directors may appoint an interim President until the next regular nomination period and election.

**Reports To:** The TBS Board of Directors and general membership

**Works With:** Board of Directors and the membership

- Is a voting member of the Board
- Serves as the Chief Volunteer of the organization
- Is a partner with the rest of the board in achieving the organization's mission
- Provides leadership to the Board of Directors, who sets policy and to whom the board is accountable
- Chairs meetings of the Board after developing the agenda
- Encourages Board's role in strategic planning
- Serves *ex officio* as a member of committees and attends their meetings when invited
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Represents the TBS board in business negotiations
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities
- Evaluates annually the performance of the organization in achieving its mission.
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**Qualifications**

- At least a four year collegiate degree or commensurate education highly preferred.
- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Organizational experience, especially supervising/managing/leading teams
- Able to be present in person at meetings (mostly monthly) or virtually
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps
- Able to commit up to 10 hrs per month in fulfillment of duties

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**BOARD MEMBER/EXECUTIVE COMMITTEE – VICE PRESIDENT**

The Vice President shall act in an advisory capacity to the President and, in the absence or disability of the President, or when delegated, perform the duties and have the authority and exercise the powers of the President.

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors and TBS members present at the May meeting and shall not exceed three consecutive terms.

In the situation of an unexpected vacancy or otherwise incapacity of the elected Vice-President, The Board of Directors may appoint an interim Vice-President until the next regular nomination period and election.

**Reports To:** The President and the TBS Board of Directors

**Works With:** Board of Directors and the membership at large

- Is a voting member of the Board
- Associate of arts and sciences degree or commensurate education highly preferred
- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- May perform responsibilities when the President cannot be available (see President Job Description)
- Reports to the President, fulfills presidential duties as delegated, where relevant
- Works closely with the President and other staff
- Participates closely with the President to develop and implement officer transition plans
- Performs other responsibilities as assigned by the Board

**Qualifications**

- Associate arts and sciences degree or commensurate education highly preferred
- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Able to be present in person at meetings (mostly monthly)
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps
- Able to commit up to 10 hrs per month in fulfillment of duties

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**BOARD MEMBER/EXECUTIVE COMMITTEE – SECRETARY**

As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting legal requirements, such as annual filing deadlines. The secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings.

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors and TBS members present at the June meeting and shall not exceed three consecutive terms.

In the situation of an unexpected vacancy or otherwise incapacity of the elected Secretary, The Board of Directors may appoint an interim Secretary until the next regular nomination period and election.

**Reports To:** The President and the TBS Board of Directors

**Works With:** Board of Directors and the membership at large

- Associate arts and sciences degree or commensurate education highly preferred
- Is a voting member of the Board
- Maintains records of the board and ensures effective management of organization's records
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Have custody of the Society corporate records, including the Corporate Seal, and shall have the power to affix attest the same to documents when duly authorized by the Board of Directors.
- Is sufficiently familiar with legal documents (by-laws, IRS letters, etc.) to note applicability during meetings
- Maintain all Membership records in related repositories

**Qualifications**

- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Able to be present in person at meetings (mostly monthly)
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps
- Able to commit up to 10 hrs per month in fulfillment of duties

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**BOARD MEMBER/EXECUTIVE COMMITTEE – TREASURER**

The Treasurer shall have custody of the Society funds and shall keep accurate accounts of receipts and disbursements of the Society and shall deposit all monies and other valuables in the name and to the credit of the Society into depositories designated by the Board of Directors.

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors and TBS members present at the June meeting and shall not exceed three consecutive terms.

In the situation of an unexpected vacancy or otherwise incapacity of the elected Treasurer, The Board of Directors may appoint an interim Treasurer until the next regular nomination period and election.

**Reports To:** The President and the TBS Board of Directors

**Works With:** Board of Directors and the membership at large

- Associate arts and sciences degree or commensurate education highly preferred
- Is a voting member of the Board
- Manages finances of the organization
- Administrates fiscal matters of the organization
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures

**Requirements**

- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Experience and knowledge of financial concepts/strategies
- Able to be present in person at meetings (mostly monthly)
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps
- Able to commit up to 10 hrs per month in fulfillment of duties

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**BOARD MEMBER COMMUNICATIONS/ONLINE/MEDIA CHAIR**

The Communications Chair manages internal and external marketing and communications efforts to media and members. press releases, TBS email account, printed materials.

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors and TBS members present at the June meeting and shall not exceed three consecutive terms.

In the situation of an unexpected vacancy or otherwise incapacity of the elected Communications Chair, The Board of Directors may appoint an interim Communications Chair until the next regular nomination period and election.

**Reports To:** The President and the TBS Board of Directors

**Works With:** Board of Directors and the membership at large

**Duties:**

- Is a voting member of the board.
- Maintains and facilitates regular communications with membership.
- Coordinates membership email broadcasts and event reminders via appropriate media channels (web site, email social media, etc...).
- Maintains accurate member email records.
- Works with Membership Chair to ensure all TBS members are signed up to TBS email distribution lists.
- Works closely with all Board members to keep accounts up to date.

**Qualifications**

- Associate arts and sciences degree or commensurate experience
- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Excellent writing and spelling skills
- Demonstrated knowledge and experience related to position, including social media postings, website management, posts, and updates
- Able to be present in person or online at meetings (mostly monthly)
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps
- Able to commit up to 10 hrs per month in fulfillment of duties

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### BOARD MEMBER - **MEMBERSHIP CHAIR**

The Membership Chair manages membership recruitment, the annual membership renewal drive, processes new and renewing member applications, and maintains accurate member records.

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors and TBS members present at the June meeting and shall not exceed three consecutive terms.

In the situation of an unexpected vacancy or otherwise incapacity of the elected Membership Chair, The Board of Directors may appoint an interim Membership Chair until the next regular nomination period and election.

**Reports To:** The President and the TBS Board of Directors

**Works With:** Board of Directors and the membership at large

- Is a voting member of the board.
- Ensures TBS representation at events, including finding volunteers.
- Coordinates dissemination of member application information at TBS events such as 1<sup>st</sup>Sunday Blues Jams, TBS sponsored events, and other related activities.
- Processes memberships for new and renewing members and maintains accurate member records.
- Provides membership fee information to Treasurer.
- Manages membership software to send welcome letters to each new member and makes sure they are signed up to TBS email distribution list.
- Collects demographics and relevant contact information on new and renewing members and ensures that information is updated in membership and member contact lists.
- Manages annual membership event each year.
- Prepares a roster of members with contact information for the Board of Directors.
- Prepares and distributes monthly membership activity report to the Board
- Reports on membership activity at each board meeting

### Qualifications

- Associate arts and sciences degree or commensurate experience
- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Knowledge and experience related to membership & associated activities, including membership database
- Able to be present in person or online at meetings (mostly monthly)
- Able to be present at TBS sponsored events to recruit members, renew members
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps
- Able to commit up to 10 hrs per month in fulfillment of duties

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**BOARD MEMBER AT LARGE - IBC LIAISON**

The IBC Liaison works as designated by the Board of Directors to ensure that both TBS and the participants of the annual Blues Challenge meet all requirements.

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors and TBS members present at the June meeting. As long as needed.

In the situation of an unexpected vacancy or otherwise incapacity of the elected IBC Liaison, The Board of Directors may appoint an interim Liaison until the next regular nomination period and election.

**Reports To:** The TBS Board President & Board of Directors.

**Works With:** Board of Directors, Executive Committee, Committee Members (Challenge Committee, if applicable), and the participating artists.

- Is not a voting member of the board.
- Ensures TBS representation at IBC related events.
- Reports on TBS Blues Challenge/IBC updates and activity at each board meeting

**IBC Liaison's responsibility to the Artist(s):**

- Be familiar and well-versed in the current IBC rules each year.
- Communicate rules and deadlines to each participating artist for the Blues Challenge.
- Assist and inform the artists through the application process.
- Assist in selection and process of "Self-Produced Album."
- Recommend potential judges.
- Be present at the TBS Blues Challenge as the key point person to the judges panel.
- Assist selected judges on scoring procedures.
- Work with a selected board member as the Artist Liaison during the actual Blues Challenge.
- Follow-up with winning Blues Challenge artists on procedures and deadlines prior to IBC competition.
- Maintain detailed records of all communication and share with the TBS board.

**TBS Board responsibilities for the annual Blues Challenge:**

- Keep TBS annual membership in The Blues Foundation in good standing.
- Select date, time, and place of the local Blues Challenge.
- Communicate and promote the Blues Challenge to the area artists.
- Recruit and select Blues Challenge judges, with input from the IBC liaison.
- Organize and produce the Blues Challenge event; including any fundraising opportunities.
- Assign and draft volunteers for Blues Challenge day.
- Oversee all fundraising efforts for International Blues Challenge (IBC) artists.

**Qualifications**

- Associate arts and sciences degree or commensurate experience
- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Knowledge and experience related to IBC/Blues Challenge/RTM
- Able to be present in person or online at select meetings (mostly monthly)
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps
- Able to commit up to 2 hrs per month in fulfillment of duties, more time surrounding blues challenge and RTM required

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**BOARD MEMBER AT LARGE - Jam Coordinator/Musical Educator**

The TBS Jam Coordinator is responsible for scheduling and running the TBS 1<sup>st</sup> Sunday Jam maintaining a primary focus on NC musicians and traditions. The Jam Coordinator is the point person for other TBS sponsored jams in the area.

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors present at the June meeting and shall not exceed three consecutive terms.

In the situation of an unexpected vacancy or otherwise incapacity of the elected Jam Coordinator, The Board of Directors may appoint an interim Coordinator until the next regular nomination period and next election.

**Reports To:** The TBS Board President, Board of Directors, and Membership

**Works With:** Board of Directors, Executive Committee, Committee Members, and the membership at large

- Is a voting member of the board.
- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.

**MC for TBS Sponsored Jams (or delegate, as applicable)**

- We encourage all TBS board and members to get to know, support, and participate in other blues society events in North Carolina. Bands, or artists, from outside of NC are welcome to host upon board approval, but should not occur more than twice a year.
- Venues that host a TBS sponsored event will work together with TBS to actively promote both the event and the Society via posters, websites, social media, emails, etc.
- Membership materials should be available for attendees and recruiting for members should occur, if possible.
- There should be a separate tip bucket present for TBS donations.
- TBS sponsored jams should make every effort not to compete with already established jams in the area

**Qualifications**

- Associate arts and sciences degree or commensurate experience
- Must be an active local blues musician
- Knowledge and experience relating to hosting/Mc-ing jam sessions/events
- Able to be present in person or online at select meetings (mostly monthly)
- Good communication skills that include timely responses and ability to utilize communication platforms such as email, texting apps

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**BOARD MEMBER-AT-LARGE DESCRIPTION (Three Other Positions)**

A member at large serves as a liaison to the general membership. Duties change as defined in organization bylaws or as needed to fulfill board requirements and address overall organizational goals.

**Reports To:** The TBS Board President, Board of Directors or Other Specific Director

**Term:** 2 years from First Tuesday in May until June 30 of the following year elected by the Board of Directors present at the June meeting and shall not exceed three consecutive terms.

**Works With:** Board of Directors, Executive Committee, Committee Members, and the membership at large

- Is a voting member of the board.
- Regularly attends board meetings and important related meetings.
- Makes serious commitment to lead and participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund raising for the organization (nonprofit only).

**Qualifications**

- Associate arts and sciences degree or commensurate experience
- Technical proficiency in common platforms (Word, Excel, Google Docs, Google Suite, Zoom, Social Media use such as Facebook and Instagram, etc.)
- Ability to lead a specific project (eg, annual member party)
- Able to be present in person or online at meetings (mostly monthly)
- Good communication skills that include timely responses and ability to utilize communication platforms such as email and texting apps
- Able to commit to 6 hours per month in fulfillment of duties