

## Jazz Society Volunteer Guide

There are many opportunities to serve as a Jazz Society volunteer, which may be viewed as four distinct levels:

- Board of Directors
- Committee Chairs
- Committee Members
- Ad Hoc Volunteers

The board of directors is responsible for the policies, finances and governance of the Jazz Society and for recruiting and advising other board members and committee chairs. The board creates an annual plan and budget for the Jazz Society. Directors are elected by the board, and generally serve for a term of two years. Directors must be members of the Jazz Society.

Committee chairs have responsibility for a particular function of the Jazz Society, such as marketing, events, or membership. Each committee chair recruits and directs a team of volunteers, holds regular meetings, submits an annual plan and budget for approval by the board, and reports committee results to the board. Committee chairs generally serve for a term of one year, which is renewable, and must be members of the Jazz Society. Directors may serve as committee chairs in a dual role.

Committee members form a team under the direction of the chair. Their specific roles are determined by the committee within the scope of the committee's function. Members may switch between committees, but ideally members serve on a committee for at least one year.

Ad hoc volunteers serve in temporary assignments of limited duration, for example helping with a specific event or fundraising drive. They may be attached to a committee for the duration of an assignment, or operate independently on special projects.

The following section describes the roles of the board and various committees.

### **Board of Directors**

- Sets JSO rules and policy, and determines allocation of resources
- Budgeting, financial tracking and financial reporting
- Oversight of JSO operations and coordination of JSO Committees
- Recruitment of board members and committee chairs

### **Development Committee**

- Grant proposals and administration
- Recruitment and liaison with large donors and sponsors
- Fundraising activities

### **Membership Committee**

- New member recruitment, on-line and at events
- Member liaison and communications
- Membership database update and reporting
- Monthly renewal notifications by email
- Monthly distribution of JazzScene to members
- Processing of membership checks and external credit card transactions

### **Volunteer Committee**

- Volunteer needs planning

- Volunteer recruitment and contact maintenance
- Volunteer orientation
- Task assignment

#### **Marketing Committee**

- Publicity
- Website
- Web merchandising
- Social media
- Email promotions
- Partnerships and co-marketing

#### **Events Committee**

- Event creation and planning
- Talent booking
- Permitting and other legal and safety requirements
- Event promotion (in coordination with the marketing committee)
- Event management and logistics
- The events committee may have subcommittees for specific events

#### **Publishing Committee**

- Oversee policies, content and design of JazzScene magazine, such as editorial policy, advertising policy, pricing, etc.
- Solicit editorial contributors for the magazine and the web site
- Grow JazzScene readership
- Event calendar management
- Advertising sales and advertiser relations

You can sign up to be a volunteer at <http://www.jazzoregon.com/volunteer-opportunities/volunteer-signup/> (or use the Volunteer Signup option under the Volunteer menu on our website). You can contact our volunteer coordinator at [volunteer@jazzoregon.com](mailto:volunteer@jazzoregon.com).