



Board Secretary Job Description

WHO WE ARE:

For 38 years, The Chicago Ensemble has brought a fascinating array of chamber works to Chicago audiences. Offering an innovative mix of familiar masterworks and lesser-known repertoire, performed in varied combinations of instruments and voice, The Chicago Ensemble occupies a unique place in Chicago's cultural life. Outstanding musicians from the Chicago Symphony Orchestra, Lyric Opera Orchestra, Chicago Sinfonietta and other distinguished area organizations are brought together as The Chicago Ensemble by Gerald Rizzer, Artistic Director and pianist. Through the *Discover America* competition for new chamber works, The Chicago Ensemble introduces Chicago audiences to innovative works by contemporary composers.

The Chicago Ensemble performs 10 subscription concerts per year, comprising five programs each in Hyde Park and the North Side. The group has often been featured on WFMT.

Learn more at: <http://thechicagoensemble.org/>

DUTIES:

1. Maintains records of the board and ensures effective management of organization's records.
2. Manages minutes of board meetings and prepares a guide for meetings in coordination with Board Chair. Ensures minutes are distributed to members shortly after each meeting.
3. Maintains the organization's calendar.
4. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
5. Assists in preparing annual reports as requested.
6. Provide writing support for major donor and individual contribution letters and acknowledgements.
7. Attends concerts.

TIME COMMITMENT:

8 hours/month