

GALA Committee Responsibilities/Descriptions/Deliverables

Finance Committee—Jeff Smith, Chair

- Reviews and approves the quarterly financial reports containing an analysis of actual vs. budgeted results and a forecast of cash flows for the remainder of the year and submits it to the full Board for review.
- Provides guidance and assistance to staff regarding financial decisions affecting GALA Choruses.
- Annually reviews the internal control and investment policies, and updates as necessary.
- Annually reviews the corporation's annual financials with the auditors and prepares Form 990 for filing with the IRS.
- Annually reviews GALA's insurance program and recommends updates as necessary.
- Annually reviews GALA's banking and credit arrangements and recommends any necessary changes.

Membership & Education—Joseph Shapiro and Georgie Stevens, Co-Chairs

- Provides input to staff regarding GALA's online programs and services, webinars, podcasts, and website design (as it relates to member relations).
- Creates, maintains, and executes new member chorus orientation and advises existing member choruses on the use of GALA's programs and services.
- Maintains the member choruses anniversary recognition program with an in-person visit and remembrance of the occasion for major anniversaries and a congratulatory video for other anniversaries.
- Provides feedback to staff in the creation of surveys for member choruses and evaluates the results.
- In consultation with staff, identifies member choruses with a lack of participation in GALA events or use of GALA resources and contacts them to ensure the chorus is aware of available resources and encourage their participation in GALA events.
- Along with staff, develops, executes, and evaluates the annual leadership symposium.
- Participates in the creation and development of infrastructure for 411 programs (to be renamed), and in the hiring and evaluation of 411 advisors (to be renamed).
- Develops, monitors, and implements the best practices program (to be renamed) and evaluates the results.
- Provides input to staff and the Board on other chorus membership issues that may arise.

External Relations—Oscar Urtusastegui and Jacob Stensberg, Co-Chairs

- Represents GALA in the Global Alliance of Queer Choirs.
- Maintains relationships with mainstream music organizations such as ACDA, Chorus America, NAFME, Unison, Legato Choirs, Sister Singers, and Out and Loud
- Submits presentation proposals to sibling organizations such as ACDA, Chorus America, NAFME, Unison, Legato Choirs, Sister Singers, and Out and Loud
- Develops, executes, and evaluates GALA's outreach program to schools, universities, and communities of faith.

Resource Development Committee—Jason Frazier, Chair

- Provides advice and assistance to the staff in the development, planning, and execution of the annual individual donation campaign.
- Provides advice and assistance to staff in the development, planning, and execution of the corporate sponsorship program, including relationships with corporate sponsors and foundations.
- Provides advice and assistance to staff in the development, planning, and execution of Symposium and Festival fundraising events.
- Provides advice and assistance to staff in the development, planning, and execution of other projects, as needed, to ensure successful completion of yearly development goals.

Festival Committee—Carol Paskulin and Kathleen Hansen, Co-Chairs

- Following the completion of a Festival, evaluates the final Festival report and makes recommendations for future Festivals.
- Reviews the staff's budget for the next Festival and provides feedback.
- Reviews the staff's project plan for the next Festival with specific action items and dates leading up to Festival and provides feedback.
- Reviews progress via the project management software regarding the status of the execution of the project plan for Festival and provides feedback and assistance as necessary.
- Reviews requests for proposals for hosting Festival developed by staff and provides feedback.
- Along with staff, reviews responses to requests for proposals for Festival and makes recommendations regarding future host cities.
- Reviews proposals from staff regarding programming for Festival and provides feedback.
- Contacts choruses to encourage participation in Festival and the various programs at Festival.
- Reviews proposals from staff regarding the logistics of when choruses will perform and provides feedback.

Communications Committee—Jessica Gallagher-Steuver, Chair

- Along with staff, develops strategies to keep the membership engaged on social media.
- Provides input to staff regarding the development and maintenance of the GALA's website as related to design, clarity, and ease of use.
- Along with staff, creates a strategy and plan for electronic communications.
- Provides feedback and assistance, as needed, for GALA's communications and related projects.
- Recommends strategies to staff for effective communication with member choruses and the public.

Governance Committee—Tim Blanchard-Modisette, Chair

- Oversees the recruitment, identification, application, and interview process for Board candidates and makes recommendations to the Board.
- Creates a Talking Points document for Board members for recruiting new Board members.
- Establishes a matrix of skills, geographic location, chorus type, and other characteristics of current Board Directors to guide the Board in determining what skills are needed from new Board Directors, with an emphasis on ensuring that the Board has representation from under-represented GALA choruses and members thereof.
- Coordinates the orientation of and committee rotation for new Board members.
- Appoints mentors for new Board members.
- Annually, prepares a slate of officer candidates for election by the Board.
- Oversees revisions to and application of GALA's policies and procedures and By-Laws.
- Prepares and reviews responses to an end-of-the-year evaluation of Board members and committees and makes recommendations for addressing any issues raised.
- Identifies Chairs for Board Committees in consultation with Executive Director.

New Harmony Taskforce—Maria-Elena Grant and Abby Hall, Co-Chairs

- Develops the New Harmony curriculum, creates ancillary materials, and oversees their dissemination.
- Advises member choruses on matters of equity, access, and belonging as requested through the 411 Program (to be renamed).
- Advises the Board of Directors on matters of equity, access, and belonging.
- Facilitates workshops on equity, access, and belonging at Symposium and Festival and/or any other relevant events.