

Music for Healing & Transition Program TM, Inc. (MHTP)

Board Director Volunteer Position Description

INTRODUCTION

The Music for Healing and Transition Program, Inc. is a not-for-profit 501(c)(3) educational organization which trains and certifies musicians to provide live therapeutic music, for the purpose of creating healing environments for the ill and/or dying, and all who may benefit. MHTP philosophy recognizes music as a therapeutic enhancement to the healing process and the life/death transition. Graduates of MHTP are Certified Music Practitioners (CMP)[®]. MHTP collaborates with healthcare facilities and community organizations to educate about, and promote research in, the effectiveness of therapeutic music.

The affairs of MHTP are managed by the Board of Directors. Each Director has a voice in discussions, and decisions are made through a vote.

A Director is a trustee of MHTP, ensuring the program is well-maintained, financially secure, growing, and always operating in the best interests of our mission and those we serve.

The Board is a governance Board: each Director contributes expertise and experience on policy decisions, financial health, and the strategic direction of MHTP.

The Board consists of a minimum of three and a maximum of seven Directors, per the Articles of Incorporation. The current Directors, including Officers, are listed here:

<https://www.mhtp.org/mhtp-staff/#directors>

MAJOR DUTIES

- Participate in bi-monthly evening meetings via teleconference using Zoom. Each meeting is usually the third Monday evening of the month for up to 2 hours. Meetings typically take place in January, March, May, July, September, October, and November.
- Participate in the fiscal responsibility of MHTP by monitoring the financial health in the bi-monthly meetings.
- Implement the fundraising needed to meet the budget.
- Participate in one or more long-term committees or short-term working groups that are of interest and priority.
- Positively represent MHTP to prospective students, healthcare facilities, donors, and the media.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED OF ALL DIRECTORS

1. Commitment to MHTP's principles, mission, vision, policies, procedures, history, therapeutic music principles, and requirements for graduation.
2. Enthusiasm for, and dedication to, the ongoing development of MHTP as a high-quality professional educational and service organization.
3. Willingness to be part of a governance Board of Directors:
4. Ability to use MHTP's video conferencing platform (Zoom) and file sharing platform (G drive).
5. Ability to work collaboratively, building the community of the Board and MHTP.

COLLECTIVE KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

The Board desires the following KSAs collectively:

1. Law.
2. Human resources.
3. Healthcare administration.
4. Creating partnerships with similar or complementary organizations.
5. Research.
6. Event planning (such as for the MHTP Biennial Conference).
7. Accounting.

CONDITIONS

- A Director may not serve in a paid role for MHTP, e.g., teacher, advisor, area coordinator, etc., per the Conflict of Interest policy.
- A Director serves a term of three years, with the option of serving a maximum of three consecutive terms. If a Director is appointed to serve out the balance of an unexpired term, then they serve until the adjournment of the Annual meeting at which the original Director's term would have expired. This is per the bylaws.
- After serving three consecutive three-year terms, a Director may be reappointed after one year off the Board, per the bylaws.
- A Director may be removed by the vote of majority plus one of the Board, per the bylaws.
- A Director does not need to be a CMP, per the bylaws.
- A Director shall receive no salary for their service on the Board, but might receive compensation for attending meetings, per the bylaws.

FINANCIAL COMMITMENT

- In keeping with best practices for nonprofit organizations, MHTP has adopted a "give or get" policy for directors. Directors may be expected to make a personal

contribution of a minimum of \$100 annually or, in lieu of the personal financial contribution, solicit a minimum of \$500 annually on behalf of MHTP.

BENEFITS

- Direct impact on the management priorities, strategies, and actions of MHTP.
- Free registration for MHTP modules and any MHTP-sponsored class for gaining CEUs.
- Free registration for the MHTP Biennial Conference. When economically feasible, travel, lodging, and meals are paid for by MHTP.

GUIDELINES

- MHTP Board Agreement and Board of Directors Code of Ethics (to be reviewed and signed upon the start of each term).
- MHTP Articles of Incorporation.
- MHTP Bylaws.
- MHTP Standard Operating Procedures.
- [MHTP Handbook](#).
- MHTP Board policies and directives.