

# ***NON PROFIT CHORUS***

*2014 Summer Retreat*

**Sunday, July 27 9:15AM – 5PM**

**Please Arrive: 8:45 – 9:00 AM**

LOCATION: XXXXXX

CONTACTS: XXXXXX

## **PARTICIPANTS**

*Board Members:*

*Artistic Director:*

*Administrative Director:*

*Facilitator:*

## **CALLING QUESTION**

- *In the context of our growing stability, and addressing the needs of our community of singers and audiences, who or what are we now poised to become?*

## **GOALS**

- Get acquainted
- Clarify together where the organization currently is, where it is going, and actionable goals for the coming year
- Know where to put your energy; how your contribution contributes to the overarching goal of the chorale, and how your committee impacts other committees

## **TO PREPARE**

- Complete the ‘Board Strength and Gap Analysis’.  
Send it to (Board Secretary) by July 15.
- Read or scan your Board Book. Make notes on question areas to assure they are answered in the course of the retreat
- Read and sign your Board Agreement
- Consider what you love about the ( org ); why you joined the board; what you can contribute, and what you would like to develop personally or professionally through this experience on the Board.
- Ponder our “Calling Question” listed above

## **BRING WITH YOU TO THE RETREAT**

- Your thoughtful notes, questions on anything, and your reflections about our retreat “calling question”
- Your Board Book
- Signed Board Agreement
- Computer, pad, pen – whatever helps you move forward easily with your next steps
- Any special things you need to care for yourself, e.g. special snacks, meds, pillow...
- An open mind & heart – your willingness to work together with presence, curiosity, clarity and joy

**Coffee, Tea, Water and Lunch will be provided.**

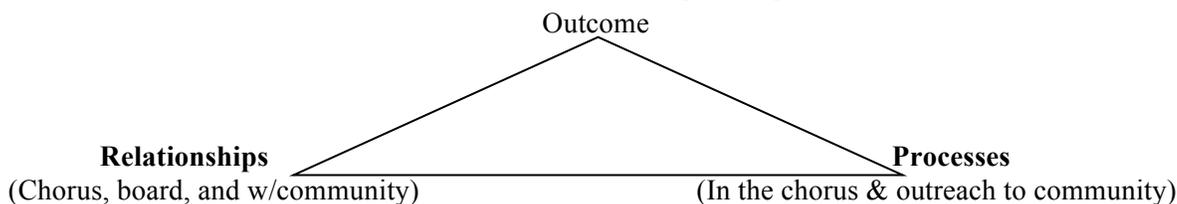
# *Non-Profit Chorus 2014 Summer Retreat*

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## *Agenda*

8:45 – 9:00	<b>Arrival</b> Coffee, Tea . . .	Person Leading the Section
9:00 – 10:05 AM	<b>Opening</b> Centering	XXX
	(Organization) Mission Statement	XXX
	<b>Facilitator's Role</b>	<b>Facilitator</b>
	<b>Overview of Agenda // Dialogue // Process &amp; Agreements</b>	
	Introduce Yourself (2 min ea.) What are you leaving behind to be with us today? What would you like us to know about you? What would you like from our time together today?	All
	Brief Overviews of: Organizational framework of (organization)	XXX
	Each committee, their purpose, typical projects, strengths and areas for improvement	XXX
	Current state of (organization)	XXX
10:05 – 11:05	<b>Dialogue – Vision</b> <i>In the context of our growing stability, and in meeting the needs of our community of singers and audiences, <u>who or what are we now poised to become?</u></i>	All
	Format: Go round 2 min each // Open dialogue 20 min // List: Key ideas emerging from open dialogue Theme for 2014/5:	
11:05 – 11:15	<b>Break</b>	
11:15 – 12:00	<b>Open Discussion – Goals</b> <i>What's missing that if provided would make a critical difference to our further stabilizing and becoming what we envision?</i> Goals for 2014-5:	All

12:00 – 12:15      **Other Challenges?**      All  
*Any other persistent or emerging challenges we need to solve?*  
 Consider: Internal and external relationships and processes.



12:15 – 12:45      **Lunch**

12:45 – 1:15      **Artistic Vision**      XXX

1:15 – 2:00      **25 x 25 Update**      XXX & All  
 Fundraising Campaign &  
 25<sup>th</sup> Anniversary Celebration

2:00 – 2:45      **Committee Goals 2014/15**      All  
 Based on the Board Theme, Goals, and Challenges:  
*How can each committee best contribute to accomplishing what you intend?*

2:45 – 3:00      **Special and/or Ongoing Projects**      All  
*What special projects will help us move forward?*  
*Who will lead these? What support is needed to succeed?*

3:00 – 3:15      **Break**

3:15 – 3:40      **Board Effectiveness – Relationships, Process, Recruitment**      All  
*How will we work together? How can we help each other grow?*

Our Commitment to One Another

How Board Works with Artistic Director and Admin Director  
 and the Chorale      XXX

Board Stability & Recruitment

- Overview recruitment process – Board & Key Positions      XXX
- *What skills and talents are still needed? Or need more depth?*      All
- Who do I know *in or out of* the chorus that:
  - 1) has those skills
  - 2) I would like to work with, and
  - 3) I could personally ask to join us

**ANYTHING ELSE TO DISCUSS BEFORE WE MOVE TO NEXT STEPS /ACTION?**

## NEXT STEPS

3:40 – 4:00	<b>Overview Committee Charters</b> (Outline on last page of agenda) What they are How to determine goals & activities for coming year How to complete the Charter Send your <u>completed Charters to XXX by September 3</u> Review Charters with Board at September Board Meeting Briefly how to use your charter with your committee	
4:00 – 4:30	<b>Board Meeting Dates, Times, Locations – Annual Calendar</b>  <b>First Fall Board Planning Meeting</b> – September 5 Committee Chairs come prepared with Charter Goals  <b>First Fall Rehearsal:</b> Tuesday, September 9  <b>Volunteer Fair:</b> Tuesdays, September 17 <sup>th</sup> and 24 <sup>th</sup> Board Participation – What’s needed?	XXX
	<b>All Committee Meeting:</b> October 16	XXX
4:30 – 5:00 PM	<b>Conclusion</b> Participants’ Final Reflections Closing Song	XXX

## Committee Charters – Overview

### Board Determines High Level Committee Goals

#### Chairs Develop Subset of Goals for their Committee to Achieve the Board-determined Goals

*Through which committees can the Board accomplish its goals?*

*What are the high level goals the Board asks that committee to achieve?*

*What are the ongoing activities this Committee is responsible for?*

To determine the Committee Goals that will accomplish the Board Goals, for **each** of the Board goals identify:

*What's so now?*

*What's missing that if provided would make a critical difference?*

*What Committee could accomplish that?*

*What is our clearly stated high level goal for that Committee?*

**Over the Summer:** Committee Co-chairs **create a subset of goals** for their committee that they feel will most effectively achieve the Board-determined high level goal.

\*Review your committee goals with one another at the September Board Meeting prior to the All Committee Meeting.

*At the Fall "All Committee Meeting":* Committee Chairs meet with their volunteers to:

- 1) Get acquainted – with each other, the Mystic Mission, Board, and Committees
- 2) Review their committee's high level and subset goals
- 3) Invite reflection on or changes to their subset goals
- 4) Determine 'How to' and 'Next Steps' to achieve the subset of goals they agree upon
- 5) Clarify 'How to' and 'Next Steps' and who will spearhead each activity

A committee may want change a standard activity offering. If so, their ideas flow up through their Chair to the Board.