

CHIEF STAFF EXECUTIVE

Job Responsibilities and Authority:

- All authority of the CSE is delegated and vested by the Board, and the CSE is responsible to the Board for all decisions and actions.
- Corporate Fundraising – Takes a proactive and leadership role in the organization’s fundraising activities, including identifying potential new sources of donations, grant opportunities, continued solicitation of existing donors and exploring new fundraising ideas. Interacts and communicates on a regular basis with all donors/sponsors (keeping them informed of organizations activities, programs, etc.).
- The Program – Takes a proactive, leadership role in the planning of the Program so that the mission and goals of the organization are reflected to the fullest extent possible in the presentation of each Program day.
- Communication – Takes an active leadership role in effectuating the organization’s mission with regard to the alumni, including frequent, effective communication with them concerning the organization’s activities and the presentation of alumni educational and social events.
- Community Leadership – Builds and maintains community presence. Establish relationships and strategic alliances between the organization and other entities within and outside the music industry – CMA, The Recording Academy, GMA, Leadership Nashville, Chamber of Commerce, etc.
- Management – Directs the day-to-day operations of the organization.
 - Staff management:
 - Interview and direct outsourced HR company, if any, to hire Leadership Music employee(s). New staff positions, salary ranges and benefits are approved by the Personnel and Executive Committee. Budget impact to be approved by the Finance Committee.
 - With approval of the Personnel Committee, effect the termination of any employee(s) using current legal guidelines and best practices through the outsourced HR company, if any.
 - Annual verbal and written performance evaluation of the all employees. Conduct additional verbal and written evaluation as needed. Note: all verbal evaluations must be followed up in writing and be included in the employee’s personnel file. The employee may submit a written response to any evaluation. It too must be included in the employee’s personnel file.
 - Communicate and coordinate with outsourced HR company on personnel matters as appropriate and in accordance with the contractual requirements of the HR company.
- Make final decisions regarding and execute agreements with vendors, venues, and sponsors subject to good faith consultation with the Board President, Executive Committee, Finance Committee or legal counsel whenever the commitment exceeds designated level of authority as determined by the Executive Committee.
- Board and Event Committee Supervision – Supervises and directs all Committee activities to insure they are in keeping with the directives of the Board and the mission and goals of the organization

- Ensure that committee has the information needed to do the job
 - Oversee logistics of committee's operation
 - Manage financial transactions and provide timely, accurate reports to committee and Board
- Board Administration – Prepares Board agendas (for review/approval by President) to reflect issues arising out of committees, annually re-occurring agenda items such as the election of the Board, the annual election of officers, and the approval of the annual budget, etc.
 - Provide draft of Board meeting minutes as taken by staff to Secretary and President for approval. Upon approval of both, distribute to minutes to the Board no later than the following board meeting. Distribute Executive Committee minutes to the Executive committee at the next Executive Committee meeting
- Organizational Governance – Oversees the implementation of Board resolutions. Maintains database of all Board resolutions. Coordinates compliance with all rules, laws, and regulations with LM's legal and financial advisors.
- Ensures that an orientation program is in place for new Board members.