

Central Iowa Symphony

Board of Directors Operation Structure and Committees

Facilities/Equipment

- Concert Conversations
- Hall reservations
- Equipment/instrument purchase and/or rentals
- Transportation logistics/costs
- Alternative venues
- Sound
- Recordings
- Ushers (now handled by "Friends of CIS")

Calendar/Season Concert Planning

- Setting calendar
- Special attractions for concerts

Budget and Finance

- Concert revenue/expense
- Audit reconciling
- Ticket pricing
- Ticket design
- Ticket sales
- Annual budget proposal

Education/Outreach

- Young Artist Auditions
- Family Concert
- Docent Programs
- Guest Soloist Hospitality

Publicity/Marketing

- Press releases
- Ads (printed)
- Calendar listings
- Photography
- Broadcast interviews
- Concert programs
- Season Brochure

- Brochure distribution
- Poster/Flyers
- Newsletter
- Flyer Distribution
- Display Cases
- Website updates
- Webmaster
- WOI underwriting

Fundraising/Development

- President's Appeal
- Pops Concert corporate sponsors
- Program ads
- Grants
- Special events/Benefits
 - a. Gala
 - b. Make Me a Maestro
- CIS Foundation liaison

Orchestra Development

- Orchestra Liaison
- Social functions/hospitality for orchestra
- Musician recruitment
- Conductor support
- Concert rosters

Standing Committees/Liaison Tasks

- Nomination Committee
- Bylaws
- ACAC Liaison
- Mailing List Database Management