

STANDING COMMITTEES OF THE BOSTON CHAPTER AGO – August 2021

AGO/Quimby Regional Competition for Young Organists (RYCO)

This committee oversees the Chapter portion of the AGO/Quimby Competition. The chair of this Committee must be approved by the Quimby Competition Committee of the Guild. The Rules governing Chapter and Regional RCYO competitions are updated by the National Committee overseeing all RCYO competitions. These rules are updated by April 1st in even numbered years and shall be used to update the chapter operating procedures. This competition, held in odd-numbered years, is sponsored by Michael Quimby and administered by the seven regions of the American Guild of Organists. Please see Guild documents for specific competition details and funding requirements.

AGO Professional Certification Committee

This committee has the responsibility for devising ways to aid members of the Chapter in preparing themselves for the AGO examinations. Should the Chapter be chosen as an AGO Examination Center, the chair is responsible for conducting the AGO Certification Exams according to the guidelines provided from National Headquarters. It is recommended that the chair of this committee have AGO Certification. For further information, refer to Certification guidelines from the Guild.

Chaplain

The Chaplain shall be appointed by the Dean and shall serve a term of two (2) years with eligibility for appointment to successive terms. The Chaplain shall perform those duties appropriate to the office.

Child Safety Committee

The Child Safety Committee shall ensure that the Chapter conducts child safety screenings as required by AGO Headquarters as well as Massachusetts State law. The chair and members of this committee will be required to complete all screening requirements for Child Safety as required by AGO HQ and Massachusetts State law.

Responsibilities of this committee include:

1. Working with the Executive Committee throughout the year to identify individuals who will be involved with interactions with children (e.g., organ lessons, POEs, Pedals, Pipes and Pizza, etc.)
2. Ensuring that proper certification requirements such as background checks, training, etc., are conducted before any interaction with children starts
3. Securely keeping records on completion of required training and certification, and other sensitive material
4. Properly destroying all sensitive material after the three-year period required by Massachusetts State law
5. Liaising with AGO HQ's Sexual Harassment Review Board as required
6. Managing the ongoing improvement of child protection practice through ongoing awareness of policy from AGO HQ and the State of Massachusetts.

The chair of this committee and any committee members will be appointed and approved by the Executive Committee.

Directory Committee

The Directory Committee shall publish the biannual Chapter Yearbook/Directory. The Directory shall include names of all chapter members in good standing with the addresses and other contact information that individual members have authorized to be included. The Directory shall also include official addresses and contact information for the Chapter and for national Headquarters, for Chapter Officers and Committee Chairs, and for Regional Councillors and District Conveners. The Directory shall also include the following:

1. A schedule of Chapter programs for the year
2. General information about the Chapter including instruction on using the Chapter placement and substitute organist lists

3. A listing of names of patrons and sponsors of the Chapter and its activities
4. The AGO Code of Ethics and Code of Professional Standards
5. Any other material that the Executive Committee shall deem necessary or helpful to the membership

A Chapter may choose to publish its Directory online. If so, the Directory committee is responsible for assuring that information so published is secure and available only to Chapter members. The committee should ensure that all chapter members have access to the Directory.

Finance Committee

The Finance Committee shall be chaired by the Treasurer, and consist of the Treasurer, the Dean, the Sub-Dean, and a member of the Executive Committee. The Executive Committee shall appoint the Chair after nomination by the Dean.

The Finance Committee shall prepare a proposed budget for each fiscal year based upon a fiscal year beginning on July 1. The committee shall submit the proposed budget no later than the February meeting of the Executive Committee. In addition to the annual budget, the committee shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

Membership Committee

The Membership Committee shall be responsible for activities focused on recruiting and retaining chapter membership. These activities will include, but are not limited to the following:

1. Send a welcome letter or packet to new members and make a phone call to get acquainted with them, learn the member's interests (concerts, workshops, etc.), and to encourage them to participate.
2. Track non-renewals and take actions to encourage renewals.
3. Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion
4. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members
5. To administer a questionnaire or elicit information through a phone call to non-renewing members about the reasons for non-renewals and the ways in which the Chapter did not meet their needs and expectations. This information should be presented annually to the Executive Committee.
6. Serve as key contacts for members and projects seeking information about membership categories, benefits, dues, etc.
7. Help ensure that current members participate in the Chapter's social, musical and professional development programs
8. Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the Chapter
9. Set the standards for hospitality and teach them to others
10. Ensure prospective members have information on how to join the Chapter
11. Perform other duties as are incidental to the execution of this committee or tasks that the Executive Committee may direct

Newsletter Editor

The Editor of the Chapter newsletter shall have the responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but not be limited to, the following:

1. Announcements of forthcoming meetings of the Chapter
2. Notices of upcoming Chapter program events
3. A letter from the Chapter Dean
4. Any other information deemed appropriate by the Executive Committee

The Editor should work closely with the Chapter webmaster to insure publication of the newsletter content properly and in a timely manner.

Operating Procedures Committee

The Operating Procedures Committee shall be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to the effect of any changes upon the Chapter's own Operating Procedures. This committee advised the Executive Committee on necessary revisions to the Operating Procedures and keeps records of all such policies and procedures as adopted by the Executive Committee, including such amendments and additional policies created by Executive Committee action, with indication of the dates of such actions.

Organ Advisory Committee

The Organ Advisory Committee shall be responsible for consulting with church and synagogue musicians, clergy, and staff on the acquisition of, disposition of, and/or modifications to an organ in a worship or musical space. The Chair of the committee shall be appointed by the Dean with Executive Committee approval. The Chair shall then convene a committee, versed in the technical knowledge required for the requested consultation. Personal contact with the committee shall be made through the committee chair. The committee shall make recommendations, as appropriate, to the organization that requested the consultation. In the case of removal of an organ, the committee shall make recommendations regarding appropriate organizations to assist in re-locating the instrument, including listing on the Chapter website¹. A consulting fee shall be charged for services, appropriate to the scope of services provided. The chair is responsible for ensuring that the consulting fee is sent to the Treasurer for deposit in Chapter accounts.

Organ Library/Archives

The Library Committee oversees the operation and fiscal management of the Organ Library and is also responsible for fund raising. The Organ Library houses a large collection of books and periodicals, printed scores, composers' manuscripts, archival material, and recordings that have been donated to the Chapter. This music holdings of the library may be searched at the website www.organlibrary.org.

Contribution, both financial and material, are welcome and tax-deductible. A special Organ Library Endowment Fund has been established to provide for the long-term preservation and maintenance of the collection. Application for the Margaret Power Biggs Research Grant and nominations for the Max B. Miller Book Award may be sent to the Librarian, to be acted upon by the Library Committee and approved by the Executive Committee.

Placement Coordinator

The Placement Coordinator shall publish information from churches/institutions seeking to employ organists/choir directors/music directors/other musicians. This information is posted in the Members Area of the Website and is available as a service to Chapter members in good standing. All information on the job position is provided by the institution and is not verified by the Chapter. At a minimum, the data includes: Institution Name, website address, street address, phone number, position description, organ (if known), contact name, email and phone, and posting date. This data is then forward to the Webmaster for posting to the website.

The Placement Coordinator is responsible to collect the fee for the listing and then sending it to the Treasurer. The posting will not be listed until the fee is received.

The Placement Coordinator is also responsible for regularly contacting the contacts on the placement listing to ensure that the listing remains current. Any posting that are filled or no longer current should be sent to the Webmaster for removal from the website.

The Placement Coordinator agrees to have his/her name and email posted on the website so that institutions have a point of contact for postings.

Program Committee

The Program Committee, of which the Sub-Dean shall be Chair, shall be responsible for all the programming in the Chapter including, but not limited to, recitals, concerts, lectures, or other special presentations. This committee shall be responsible for proposing a program calendar and budget to the Finance Committee and Executive Committee. This committee shall also be responsible for carrying out appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

As part of the Program Committee responsibility, this committee shall also be responsible for providing hospitality at all Chapter events.

Publicity/Communications

The Publicity/Communications Committee shall have responsibility for all publicity concerning Chapter meetings, public programs, recitals, and any other activities of the Chapter, as the Executive Committee deems necessary. The logos of the American Guild of Organists and of the Boston Chapter should be included on all publicity materials.

This Committee shall be responsible for furthering the Guild's mission and disseminating information on the 2017 revised information on ethics, professional conduct, and discipline.

Reporter

The Reporter shall gather information about the Chapter and its activities and events each month and forward such information to National Headquarter for publication in The American Organist, the Chapter's newsletter, and such other reporting as may be deemed necessary by the Executive Committee.

Special Projects Advisory Committee (SPAC)

The Special Projects Advisory Committee (SPAC) is tasked to make recommendations to the Executive Committee regarding the use of the income from invested Chapter funds derived from convention profits. Special projects are considered to augment the normal Boston Chapter activities and are also available to all AGO people or chapters in the country. An application form to request funding is available from the Boston Chapter.

The SPAC committee is governed by a committee of five (5) people each serving a term of five (5) years. One new committee member shall be appointed yearly. This person is selected from one or more people nominated by the Dean and then approved by the Executive Committee at their first meeting of the Chapter program year.

Projects supported are usually in, but not limited to, the following areas:

Education - Funds will not be awarded for purposes of tuition or for research as part of an academic degree. Proposals should include the project's purpose, initial audience, co-sponsorship, and the usefulness of the project to other groups. Applicants are encouraged to contact publishers and journal editors to determine feasibility of publication.

Concerts – Funds will not be provided for a concert series; a single event within the series however is acceptable. Applicants should explain why the event is noteworthy and include information about the anticipated audience, concert location, instrument, performers, publicity plans and co-sponsorship.

New music – Include information about the premiere performance and/or performers, and how the composition will be made available to other musicians for future performance. A copy of the proposed contract with the composer should be included if possible.

Organ building or restoration - Money will not be made available for instruments in or for religious institutions. Grants may be given for assistance in purchasing or restoring instruments in buildings used primarily for secular purposes.

Boston Chapter, AGO - Certain formalities of the application procedure may be waived for projects proposed on behalf of the Boston Chapter itself.

SPAC funds are usually distributed twice a year. For the specific schedule, please see the Chapter website.

Substitute List Coordinator

The Substitute Coordinator shall publish the List of BAGO members wishing to serve as substitutes. The list shall include names of all chapter members in good standing with the addresses and other contact information that individual members have authorized to be included. The Substitute Coordinator is not responsible for information provided and the data is not verified by the Chapter.

Only one substitute list needs to be published. The list should be updated on a timely basis, as members either indicate a wish to be added, removed, or change data in their listing. The Substitute Coordinator sends the updated for to the Webmaster for posting on the website.

Once a year, the Coordinator should revalidate the data on the list, by asking substitutes to verify that their information is current, and that they remain members of the Chapter in good standing

Webmaster

The Webmaster is responsible for maintain the Chapter website, designing and providing webpages for chapter events, the concert calendar, substitute list, past issues of the chapter newsletter, advertising information (if applicable), names and contact information of the Executive Committee and Committee Chairs/members, Chapter history, and other information as deemed appropriate by the Executive Committee. The webmaster is responsible for keeping the account up to date with the web server for the website and email accounts.

Young Organist Initiative

The purpose of this Committee is to oversee the scholarship awarded to young pianists and organists who possess musical skill, potential, and work ethic with the opportunity to study organ. Each scholarship winner will receive one year of lessons (20 total) with an AGO member and perform at historic King's Chapel in June of each year as part of their noontime recital series. Additionally, each scholarship winner receives a generous voucher from Spectrum Music for organ music and a one-year membership in the Chapter.