

BAGO Standing Committees Excerpted from the June 2022 Operating Procedures

Section IX. STANDING COMMITTEES.

The Executive Committee has the power to appoint all standing committees and committee chairs. All committees are based on Chapter needs and do not have to be staffed in any given Program Year. Committee Chairs and Committee members must be comprised of Chapter members in good standing.^{1 2}

Chairs are nominated by the Dean and approved by vote of the Executive Committee. Each committee chair appoints members of that committee, who must be Chapter Members in good standing. The Dean will serve as an ex-officio member of all committees except the Nominating Committee. Each Committee Chair serves for two (2) years, with the possibility for reappointment for two (2) subsequent years with a limit of six (6) consecutive years as Committee Chair.

Table of Appointed Positions

Advertising Coordinator
AGO/Quimby Regional Competition for Young Organists
AGO Professional Certification Committee
Chaplain
Child Safety Committee
Directory Committee
Finance Committee
Membership Committee
Operating Procedures Committee
Organ Advisory Committee
Organ Library Committee/Archives
Placement Coordinator
Program Committee
Publicity/Communications
Reporter
Social Media Coordinator

¹ "Committee Chairs and Committee members must be comprised of Chapter members in good standing." Approved by Executive Committee, January, 2020

² Added statement that not all committees need to be staffed in any given Program Year April 2022

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Special Projects Advisory Committee (SPAC)
Substitute List Coordinator
Webmaster/Information Technology
Young Organist Initiative
Vital Records Committee

Advertising Coordinator³

The Advertising Coordinator proposes the advertising rates for the Chapter and its communications outlets such as social media and the webpage. The Coordinator will inform the Social Media Coordinator and the Webmaster of the dates the ads should be posted and removed. The Coordinator will provide potential advertisers with a contract stating, at a minimum, the cost of the ad and the dates the ad will be published. The Advertising Coordinator is responsible to make certain the Treasurer receives the posting fee. If no posting fee is received, the ad will not be listed or will be removed. The Coordinator will review the advertising policy yearly and will propose changes to the policy as required.

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 devises 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.

Child Safety Committee⁴

The Child Safety Committee (CSC) maintains records related to the CORI (Criminal Offender Record Information) and SORI (Sex Offender Registry Information) certification of Chapter Members who will be in contact with youth in programs such as the Young Organist Initiative, Pipe Organ Encounters, Pedals Pipes and Pizza, etc. The Committee shall consist of two Chapter members, and each will sign a confidentiality agreement to maintain the privacy of the certifications received from the Commonwealth of Massachusetts. The committee is responsible for the secure storage of such information and the secure disposal of information as required by law.

³ Added Advertising Coordinator position April 2022

⁴ Added Child Safety Committee April 2022

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The Committee Chairs shall serve terms of two (2) years with eligibility for reappointment . One (1) of the Committee Chairs shall also serve on the YOI Committee. At least one (1) member shall be separate from the Executive Committee.

All names of adults connected to the YOI, or any other BAGO program designed for minors, shall be provided to the Child Safety Committee by those organizing said event/program. CORI/SORI forms for these adults must be submitted a minimum of two (2) weeks prior to the event for approval. If a member of this committee is fulfilling this role in any way, their CORI/SORI also needs to be approved by the Dean at the time of renewal.

Chaplain⁵

The Chaplain shall serve a term of two (2) years with eligibility for appointment for two (2) additional years with a limit of six (6) consecutive years as Chaplain.

The position of Chaplain of the Boston Chapter AGO is an honorary one. The Chaplain reports to the Dean and the Executive Committee.

The ideal candidate for BAGO Chaplain may be an ordained member of the clergy with an interest in the organ and Church music, who is also sensitive to the ecumenical nature of the role. A non-ordained person (e.g., advanced seminary student) may also be a suitable candidate at the discretion of the Dean and the Executive Committee.

The duties of the Chaplain of BAGO are restricted to those of a ceremonial/spiritual inspirational nature.

The duties may include presiding/offering prayer at BAGO installation of officers and offering prayers/spiritual reflections at other Chapter events and meetings by invitation of the Dean.

The Chaplain may offer occasional spiritual/inspirational messages to the Chapter members via such means as the BAGO social media or the BAGO monthly newsletter Pipings. Topics might include music and worship, professional growth, general pastoral concerns, clergy-musicians relations, etc.

Directory Committee

The Directory Committee publishes 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.

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 Committee⁶

The Chapter Treasurer chairs the Finance Committee, and consist of the Chapter Treasurer, the Dean, the Sub-Dean, The Library Committee Treasurer, and a member of the Executive Committee.

The Finance Committee prepares 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.

⁵ Expanded Chaplain responsibilities April 2022

⁶ Updated Finance Committee membership and Responsibilities April 2022

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Membership Committee⁷

The Membership Committee is responsible for activities focused on recruiting and retaining chapter membership. The Membership Committee shall work in conjunction with the Registrar. These activities will include, but are not limited to the following:

1. Welcome new members and 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.
4. Investigates reasons for non-renewals and the ways in which the Chapter did not meet member needs and expectations. This information should be presented annually to the Executive Committee.
5. Serves as key contact for members and projects seeking information about membership categories, benefits, dues, etc.
6. Helps ensure that current members participate in the Chapter's social, musical and professional development programs
7. Takes an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the Chapter
8. Sets the standards for hospitality and teach them to other
9. Performs other duties as are incidental to the execution of this committee or tasks that the Executive Committee or Registrar may direct

Operating Procedures Committee⁸

The Operating Procedures Committee keeps the Executive Committee and Secretary 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 advises 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. The Operating Procedures are to be reviewed every two years (even numbered years) in conjunction with the prior Dean to ensure that all information is up to date.

Organ Advisory Committee⁹

The Organ Advisory Committee consults 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 website¹⁰. 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.

⁷ Updated Membership Committee responsibilities April 2022

⁸ Updated Operating Procedures Committee responsibilities April 2022

⁹ Addition of Organ Advisory Committee Approved by Executive Committee, May, 2019

¹⁰ Wording change from "In the case of removal of an organ, the committee shall make contact with other appropriate organizations to relocate the instrument, including listing on the Chapter website" to "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 website" Approved by the Executive Committee, May, 2020

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Organ Library

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.

For specifics on the Library Committee Board, funding, and operations, please refer to Appendix A in this document.¹¹

Placement Coordinator¹²

The Placement Coordinator publishes 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 forwarded to the Webmaster for posting to the website. The listing shall be posted on the website for six months. It will also be removed earlier if the position is filled.

The Placement Coordinator makes certain the Treasurer receives the posting fee. If no posting fee is received, the posting will not be listed or will be removed.

The Placement Coordinator regularly communicates with the contacts on the placement listing to ensure that the listing remains current. The Placement Coordinator will inform the Webmaster of any listings that have been filled or no longer current for removal from the website.

The Placement Coordinator agrees to have contact information (name, email, etc.) 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, is responsible for all the programming in the Chapter including, but not limited to, recitals, concerts, lectures, or other special presentations. This committee proposes a program calendar and budget to the Finance Committee and Executive Committee. This committee shall also carry out appropriate logistics and make all arrangements to ensure the smooth coordination of Chapter events. The Sub-Dean presents the upcoming Chapter Programs at the Annual Meeting. In an election year, the incoming Sub-Dean immediately becomes a member of the Program Committee. The incoming Sub-Dean is responsible for implementing any Chapter programs that have already been approved and scheduled.

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

¹¹ Added Appendix on Operating Procedures for the Organ Library April 2022

¹² Removal of "Placement Committee" and Addition of "Placement Coordinator" Approved by Executive Committee, January, 2020

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Publicity/Communications¹³

The Publicity/Communications Committee is responsible for all external 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 shall be included on all publicity materials.

It is the policy of the Chapter not to distribute email addresses of Chapter members to external organizations for publicity or other purposes.

Reporter¹⁴

The Reporter gathers 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 publications as may be deemed appropriate by the Executive Committee.

Social Media Coordinator¹⁵

Social Media Coordinator gathers and publishes 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. Letters from the Chapter Dean
4. Any other information deemed appropriate by the Executive Committee

The Social Media Coordinator is also the Editor of the Chapter Newsletter "Pipings" and ensures its timely publication and distribution.

The Social Media Coordinator works closely with the Sub-Dean and Webmaster to ensure publication of the newsletter content properly and in a timely manner. Chapter Programs are publicized in a timely manner and placed on the Website. The Committee should work closely with the Sub-Dean, Advertising Committee, and Webmaster to ensure distribution of Chapter news and programs properly and in a timely manner.

The Coordinator is charged with serving all members in decisions regarding social media posts. If the Executive Committee finds that the Social Media Coordinator has shown personal bias, this concern will be discussed at an Executive Committee meetings and social media posts may be removed.

Special Projects Advisory Committee (SPAC)

The Special Projects Advisory Committee (SPAC) makes 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.

¹³ Updated Publicity/Communications responsibilities April 2022

¹⁴ Updated Reporter Responsibilities April 2022

¹⁵ Renamed Newsletter Editor to Social Media Coordinator and updated responsibilities April 2022

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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.

For specifics on this Committee's funding and operations, please refer to Appendix B in this document.¹⁶

Substitute List Coordinator¹⁷

The Substitute Coordinator publishes 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.

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.

At least once a year, the Coordinator, in conjunction with the Registrar, should revalidate the data on the list, by asking substitutes to verify that their information is current, and that the substitutes are members of the Chapter in good standing.

Webmaster / IT Coordinator¹⁸

The Webmaster maintains the Chapter website, designing and providing webpages for:

1. Official addresses and contact information for the Chapter and for National Headquarters, for Chapter Officers and Committee Chairs, and for Regional Councillors
2. The AGO Code of Ethics and Code of Professional Standards

¹⁶ Added Appendix B, SPAC Operating Procedures April 2022

¹⁷ Removal Of "Substitute List Committee" and Addition of "Substitute List Coordinator" Approved by Executive Committee, January,2020; Updated responsibilities April 2022

¹⁸ Updated Webmaster responsibilities and added IT Coordinator responsibilities April 2022

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3. General information about the Chapter including instruction on using the Chapter placement and substitute organist lists
4. Chapter events
5. Listing of names of patrons and sponsors of the Chapter and its activities
6. The concert calendar
7. Substitute list
8. Past issues of the chapter newsletter
9. Advertising information
10. Names and contact information of the Executive Committee and Committee Chairs/members
11. 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.

Members of the Executive Committee or Chapter Committees have been assigned to be content owners of webpages. (See The Chapter Management Guide for current ownership). The content owners will provide the webmaster updates to the webpages, which the webmaster will post.

As IT Coordinator, this position is responsible to recommend new technologies for use by the Chapter. Also, as designated, the IT coordinator can conduct activities on behalf of the Executive Committee, such as conducting polls, organizing meeting dates, etc.

Young Organist Initiative

This Committee oversees 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 voucher for organ music and supplies, and a one-year membership in the Chapter.¹⁹

Vital Records Committee²⁰

This Committee Identifies, collects, and suggests storage and retention periods for records required to be kept for non-profit 501 (c) 3 organizations required under Massachusetts Law.

¹⁹ Removed name of vendor who previously provided vouchers April 2022

²⁰ Created Vital Records Committee April 2022