



# **Recruitment Prospectus**

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# Long Island Children's Choir

## *The "Choir for a Cause"*

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## Mission & History

The vision of the Long Island Children's Choir (LICC) is for school-aged children to be given the opportunity to participate in meaningful, educational choral activities while also enabling them to use their musical skills and talents to support others in their community.

The mission of the Long Island Children's Choir is:

- to unite children in song, and to create musical artistry by providing opportunities for children to engage in all components of music, singing, and choir
- to instill confidence, creativity, cooperation and a feeling of community to children of all backgrounds, ages, and levels of experience through comprehensive musicianship
- to provide instructional lessons to school age children within the Long Island community in music literacy and vocal technique, and to provide opportunities for performance.

We accomplish this by:

- providing vocal education and choral singing opportunities to school-aged children on Long Island
- utilizing our choirs' performances in support of other non-profits on Long Island through our **Choir for a Cause** program
- offering a choir experience to children of all socioeconomic backgrounds.

LICC was founded by parents who wanted to provide exceptional opportunities for children to grow and enjoy their musical talents and interest. Many school districts across Long Island are experiencing, or are predicted to experience, budget shortfalls which may result in reductions to public school performing arts

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programs. The LICC serves as a supplement to those public school programs by providing opportunities for children to perform. Since its inception in 2013, the LICC has provided a quality choral experience to hundreds of youngsters, and produced numerous concerts in the Long Island area. The LICC provides four levels of choral singing for children in grades 1 through 12 and created a scholarship fund to help talented singers who need financial assistance to participate.

An additional and equally important part of the work of the LICC lies in its goal to demonstrate to our children that they can work together to make a positive difference in their communities and overcome the financial challenges to public arts programs. This is evident in two ways. First is how the LICC has brought together about 150 children from all across Long Island and their families to make this program such a success in a very short period of time. Second, our concerts are also used to help support worthy non-profits in our community, allowing us to teach our singers the importance of looking beyond themselves to enhance the strength and vibrancy of the connections among us. Our **Choir for a Cause** concept is clearly resonating with our families, our membership is growing, and the LICC has exciting short- and long-term growth plans. The LICC has been featured on several prominent local news programs highlighting these accomplishments.

## Core Values

The LICC has a commitment to the following core values.

1. ***a respect for and commitment to the impact of music education and opportunities***
2. ***community service***
3. ***inclusion and diversity***
4. ***stakeholder involvement***

## Programs & Initiatives

The LICC offers:

**Choral groups:** Four levels of choral programs accommodate children from grade 1 through grade 12:

- Prelude Ensemble for children in grades 1 through 3

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- basic note reading, solfege, developing healthy vocal technique
  - Cantate Ensemble for children in grades 3 through 5
    - sight-singing instruction, performance of unison and two-part literature
  - Harmonia Ensemble for children in grades 5 through 12
    - continued development of healthy vocal techniques and literacy skills, sight-singing and two- and three-part literature
  - Lyric Ensemble for singers in grades 5 through 12
    - development of excellent vocal techniques, reading skills and singing of three- and four-part literature

**Concerts:** Each Ensemble has the opportunity to perform in the community. To date concerts have been held in concert halls, at sports arenas and at community events across Nassau and Suffolk Counties.

**Philanthropy and Community Service:** The LICC has chosen local non-profits to sponsor through the proceeds of its concerts. United Cerebral Palsy of Nassau and Suffolk (UCP) was the recipient of \$5,000 as a result of our Dec 14, 2014 event. LICC has also performed at the North Shore AIDS research fundraiser, at a Big Brother Big Sister awards ceremony, at St. Mary's Hospital for Children, at the Town of Huntington Veteran's Day Ceremony and had a song specially commissioned for a chronically ill child and performed it for her at a LI Ducks game.

## Accomplishments

In the brief time since its founding in 2013, the LICC has dedicated significant energy and resources to:

- ✓ ...provide a quality choral experience to over 150 children.
- ✓ ...produce ten concerts in its first year of operation
- ✓ ...schedule 12 concerts for its second year of operation
- ✓ ...offer \$5000 of support to United Cerebral Palsy of Nassau and Suffolk
- ✓ ...provide scholarship opportunities for 14 children.

## Meeting New Needs

**Scholarship Fund:** The LICC has created a scholarship fund to ensure that all children who are interested can participate in our Ensembles.

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**Partnerships with more non-profits:** The LICC is actively seeking partnerships with other music programs and non-profit organizations for mutually beneficial collaborations.

## The Board of Directors

The board currently consists of six individuals. Board members serve for a term of 2 years. As the board develops, various standing committees are likely to form, including Executive, Finance, and Nominating. These standing committees will evolve as the goals of our organization develop from year to year.

The board meets four times a year in person and may hold one or two phone sessions. Committees will meet in person or virtually as necessary to fulfill their mandates.

The Board of LICC will draw its members from current and past LICC stakeholders as well as community members and corporate professionals who support our mission. The Board of Directors blends a variety of leadership styles and backgrounds by utilizing consensus decision-making that respects the talents and contributions of each member.

The ideal size of the board is between 8 and 15 members.

In addition, we have established a Parent Advisory Council. The Parent Advisory Council will meet at the call of the Co-Chairs of the Board, not to exceed six times per year.

## New Board Members Being Sought

In planning for the future, the board is seeking to add members who can bring additional expertise and resources to support LICC's current programming and future growth. At this time, priority recruitment goals include:

- ✓ **Fundraising:** Being able to approach our long-term financial health from many angles will be a benefit to our board. New members with experience in various aspects of fundraising (direct mail, special events, donor cultivation, grantwriting, membership building, planned giving) and those just interested and willing to lend a hand in these efforts would strengthen the board.
- ✓ **Philanthropy:** The LICC is expanding its outreach to foundations and major donors interested in supporting our mission. It would benefit from a board member with extensive experience in fundraising for other nonprofit organizations or with expertise and connections to the philanthropic community.

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- ✓ **Strategic Planning/Business Planning:** A skilled strategic planner and/or business planner is needed to help guide LICC through necessary evaluations and thoughtful planning that are crucial in a healthy, growing organization.
  - ✓ **Nonprofit accounting/finances:** A CPA with expertise in nonprofit financial reporting and budgeting can advise the LICC in proper financial processes so that we can provide our stakeholders with a high level of transparency.
  - ✓ **Networking:** Building public awareness is an essential prerequisite for maintaining public support and building a brand. Those with a strong network and sphere of influence could provide important assistance to spread the word about the LICC's unique work.

## Responsibilities of an LICC Board Member

### Alignment with Core Values

- ✓ Have a genuine commitment to LICC's mission, and become knowledgeable about the way it functions - its uniqueness, strengths and needs

### Leadership

- ✓ Provide policy direction for the accomplishment of LICC's mission
- ✓ Ensure effective operating management and delivery of services
- ✓ Contribute to continuing board vitality and be open to leadership development opportunities
- ✓ Participate in oversight of the Executive Director

### Financial

- ✓ Make a significant personal financial contribution in accordance with individual resources in order for the board to achieve the goal of having each Board member personally invested in the LICC.
- ✓ Seek out supporters among personal and professional relationships who would be interested in making a financial contribution to the LICC or donating in-kind goods or services that could benefit the LICC; LICC will provide all necessary materials and conversations for any potential supporter to gain a thorough understanding of our work before making a decision.
- ✓ Provide resources, help build fund raising capacity and help ensure on-going financial viability of the organization.
- ✓ Safeguard property and assets and oversee sound fiscal management.

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### **Time**

- ✓ Prepare for, regularly attend and actively participate in board and committee meetings. Board meetings take place four times a year in the New York area; conference calls may be scheduled as needed for board and committee work.
- ✓ Board members will also receive information and communicate regularly via email.
- ✓ Each board member is expected to serve on at least one committee or team of the board. Committees will only convene as necessary for completion of the task at hand, sometimes by phone and/or email.

### **Public Relations**

- ✓ Serve as an ambassador for LICC by spreading the word about its work, presenting its "case" for funding and particularly marketing its needs to potential supporters/funders.
- ✓ On occasion, attend functions and meetings that will provide opportunities to network with influential people and potential resources that can support the growth and mission of the LICC.

### **Intelligence**

- ✓ Be available for consultation and willing to use personal expertise at a level that will enhance the organization.
- ✓ Support research efforts to further the mission of the organization by sharing and providing recommendations for resources.

## **Responsibilities of LICC to Board Members**

### **Communication**

- ✓ LICC will send inclusive communications, without request, including financial reports and an update of organizational activities that will allow me to meet the "prudent person" section of the law.
- ✓ LICC will encourage board members to share their ideas regarding the LICC's programs, goals, activities, and status; my ideas will be welcomed and considered.

### **Support**

- ✓ The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
- ✓ Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the LICC. Board members and staff will work with me in good faith and

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with the assumption of good intent towards the achievement of our goals.

If the organization does not fulfill its commitments to me, I can call on the Board Co-Chairs or Executive Director to discuss these responsibilities.

## **Board Member Selection Process**

Depending upon the individual circumstances that brought you to the attention of the board, as a candidate you might be asked to:

1. Provide a bio describing your professional background and experience, professional affiliations along with a description of community projects and non-profit organizations for which you have done work.
2. Submit a board member questionnaire (questions include reason for your interest in joining this board, what you might contribute to the board and what you would like to get out of your involvement with the board.)
3. Provide references upon request.
4. Be interviewed in person.

The intention would then be to determine that you are a good fit for the LICC and the LICC is a good fit for you by going through a discovery process.

1. Current board members would be given the opportunity to learn more about the candidates and review any materials submitted. Questions might be presented for further discovery regarding the fit, if deemed necessary.
2. A nominating committee member or other leader of the LICC might then conduct an interview/conversation with you as a prospective board member based on feedback from the rest of the board.
3. Results from the interview/conversation process would be shared with the board and a vote taken. The outcome of that vote will determine whether or not you would be invited to join the board.