



Board of Directors Position Profiles

Mission Statement:

The mission of Piedmont Music Therapy (PMT) is to engage, empower and accompany individuals to reach their goals grounded in the framework of music therapy and social work. PMT strives to meet students and clients where they are and support them in improving their quality of life. Additionally, PMT serves to promote the growth of music therapy students and board-certified music therapists by offering educational opportunities plus increasing the community's awareness of the field of music therapy.

Purpose of the Board of Directors: PMT's Board of Directors governs to ensure the organization upholds its fiduciary responsibilities in providing music therapy services to Mecklenburg and York Counties of the Carolinas. The board governs the non-profit organization by setting strategic direction, ensuring adequate resources, recruiting additional board members and providing oversight.

Board Meeting Frequency: Every other month, scheduled in advance. Hybrid attendance is welcomed with a request to attend one in person meeting annually.

Locations: Main Office is 224 Westinghouse Boulevard, Suite 608, Charlotte, NC 28273. Secondary: Rogers Memorial Church, 1820 Eden Terrace, Rock Hill, SC 29730.

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803-206-2044

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Position: General Member (applies to all board members)

Proposed Term of Service for this role: 2 years.

Scope of Position: As the highest volunteer leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission of the organization and understanding its collective purpose
- selecting, supporting, and evaluating the performance of the chief executive
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization
- ensuring legal and ethical integrity

Key duties/responsibilities:

- Know the organization's mission, policies, programs, and needs as well as understand its collective purpose
- Faithfully read and understand the organization's financial statements and board materials in advance of meetings
- Serve as active advocates and ambassadors for the organization by opening doors, introducing the organization to businesses, organizations and individuals
- Fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Uphold the legal duties and laws regarding nonprofit governance
- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the organization

- Leverage connections, networks, and resources to develop collective action to achieve the organization's mission
- Give a meaningful personal financial donation (minimum of \$50 annually)
- Identify personal connections that can benefit the organization's fundraising and reputational standing, and influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees or taskforces

Expectations of this position:

- Communicate with peers on board and/or committees.
- Engage in learning opportunities to better understand the community we serve
- Respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization

Expectations of all members of the Board of Directors:

- Active participation through written communications with board members, preparation for meetings by reviewing paperwork such as budget on a regular basis.
- Willingness to consider leadership positions
- Willingness to serve as ambassador of Piedmont Music Therapy to help share its mission in the community.
- Ability to attend and participate in board meetings offered in-person and virtually (currently once per quarter) as well as individual meetings with the board chair and/or executive director
- Complete inquiry process to express interest in serving to a current board for paperwork to be filed and reviewed for voting during a board meeting.
 - Orientation for new board members includes meeting with staff to tour clinic space, receiving copies of Articles, Bylaws; Review and sign Conflict of Interest Letter, etc.; Complete Observer Liability Form prior to observing an individual and group appointment; Receive name tag/shirt for events

Position: Vice Chairperson

Proposed Term of Service for this role: 2 years.

Additional experience/skills needed:

- Experience with leadership of small groups
- Organizational skills with planning and communication

Additional key duties/responsibilities:

- Willingness to fill-in for facilitating a board meeting if the Chairperson is unavailable

Position: Treasurer

Proposed Term of Service for this role: 2 years.

Additional experience/skills needed:

- Experience with accounting, finance or business management and willingness to learn the nuances of nonprofit accounting
- Familiarity with spreadsheets through Quickbooks or bank accounts for reconciliation support
- Experience with Form 990 and other nonprofit documentation preferred

Additional key duties/responsibilities:

- Lead financial analysis of potential initiatives
- Interact with third-party accounting provider
- Provide a financial update at each board meeting
- Lead development of annual budget and financial strategic plan

Position: Secretary

Proposed Term of Service for this role: 2 years.

Additional experience/skills needed:

- Experience with record keeping or note taking.
- Familiarity with Microsoft Office or Google Docs for sharing

minutes and files with board members.

Additional key duties/responsibilities:

- Serve as recorder of minutes at board meetings and communicate those minutes to the board
- Support the organizing of files in the PMT Google Drive

Position: Chairperson

Proposed Term of Service for this role: 1 - 3 years.

Additional experience/skills needed:

- Experience with leadership of small groups
- Organizational skills with planning and communication
- Prior non-profit board experience preferred

Additional key duties/responsibilities:

- Meet with Executive Director (E.D.) at least monthly outside of general board meetings for regular planning and communication
- Prepare board meeting agenda in partnership with the E.D.
- Participate in identification, interviewing, and onboarding of new board members
- Manage the board and board personnel issues in collaboration with the E.D.
- Represent the organization in the community