

Organizational Information

New England Suzuki Institute, PO Box 11593, Portland, ME 04104

Purpose/Mission Statement

- The corporation shall be operated as a non-profit educational organization dedicated to the philosophy and teachings of Dr. Shinichi Suzuki to nurture each student's character through the beauty of music and the pursuit of excellence, and to further his vision for world peace.

Organization Information

- NESI is a 501c3 non-profit corporation, incorporated April 2007.
- ID #20-8206381
- A volunteer Board of Directors that assists the Director and Assistant Director in the administration of the institute runs NESI.
- On average, there are 10 board members. According to our by-laws, there can be up to 12. Our board is active and everyone participates. It is an exciting group to work with.
- The Institute is a one –week immersion experience for children and families who study the Suzuki method. It is open to violin, viola, cello, piano and guitar, preschool through high school. Our budget is created with the expectation of having 110 students attend each year.

Duties of the President

- Helps in the development of agenda and organization direction
- Calls meetings to order and facilitates the running of each meeting.

Duties of the Secretary

- Takes the minutes at each meeting and sends them to the board members within a week of the meeting.
- Mails thank you letters for donations received.

Duties of the Treasurer

- Sits on the Board of Directors and brings the account balances to each board meeting.
- Assists the Director and Assistant Director in the development of the annual budget.
- Assists with paying the bills throughout the year and writes checks for the NESI payroll at the close of the Institute.

- Uses QuickBooks to enter all financial transactions and shares QB info with our accountant to file the taxes by our deadline of Feb 15th.
- Mails out 1099s to faculty and staff by 1/31.

Duties of Board Members

- Assist with organization projects
- Sit on various sub-committees as needed (i.e. budget, scholarship, fundraising, grant-writing)
- Are available for meetings on a regular basis.

Meetings

- The NESI board meets in Sept for the annual meeting of the organization.
- Board meetings run from 7 – 9, typically once every other month Tuesdays.
- NESI postmortem to deconstruct the actual camp experience occurs after the close of each session.
- Most board business is conducted between meetings via email.