



East Lansing Summer Solstice Jazz Festival Advisory Board Roles and Responsibilities

The East Lansing Summer Solstice Jazz Festival presents the best in local, regional, and national jazz in a two-day, free festival in the heart of downtown East Lansing. The festival is produced by the City of East Lansing and the MSU College of Music. The City of East Lansing serves as the festival fiduciary and provides the Festival Coordinator. The MSU College of Music designates the SSJF's Artistic Director.

The SSJF Advisory Board is not an official board or commission of the City of East Lansing under City Charter; instead, the City recognizes the SSJF Advisory Board under [Policy Resolution 2014-1](#).

Advisory Board members shall:

- Review annual operating budget
- Participate in fundraising efforts
- Organize fundraising or promotional event
- Endorse recommendations of the Artistic Director on artistic selection and programming
- Approve dates, location, site plan, and times of the SSJF
- Assist with planning and development of the general scope and image of the SSJF
- Approve marketing and promotion campaigns
- Volunteer for various on-site tasks during the festival weekend
- Participate on sub-committees, as needed
- Provide commentary to the City of East Lansing on terms and condition of employment for the Festival Coordinator, including on annual evaluation of the Festival Coordinator

Additionally, per Article 4, section 13 of the SSJF Advisory Board By-Laws, "Each Board Member is expected each year to support the festival by donations in cash or in kind, by identification of fundraising opportunities as well as general support for the festival in other ways."

This document is intended to provide a summary of key roles and responsibilities for SSJF Advisory Board members. Occasionally, members may be asked to assist with additional responsibilities beyond what is named above.