

# LEADERSHIP ORGANIZATION



# Music For Dementia

# Opening Statement

- The purpose of this document is to preserve Music for Dementia (MFD) core values across chapters and partnerships and to establish officers' responsibilities.
- This document highlights the organization at all levels of MFD.
- The same Chapter-related organization will be implemented for all current and new Chapters.
  - This document will need to be updated for new Chapters and their officers will sign their respective slides.
- This document will be signed by the new officers and the Founder & Chairman every time the new officers are elected, and a new PDF will be uploaded on MFD's website and the respective Chapter's sites.
- This document was signed by all officers on 07/25/2022.

Founder & Chairman

Printed Name: Beatrice Lucchesi

Officer Signature: 

# MFD Mission and Core Values

- **Purpose:** MFD is established for the expressed purpose of providing a personalized music program for residents with dementia in health care facilities in Michigan and beyond.
- **Mission:** By providing live performances and individual custom playlists, MFD aims to improve the quality of life of each individual suffering from dementia and provide an enriching experience for both residents and volunteers.
- **Goal:** Our goal is to keep expanding to more care facilities and institutions to help more dementia patients benefit from a personalized music program. We aim to continue to grow in and out of state.

Founder & Chairman

Printed Name: Beatrice Lucchesi

Officer Signature: 

# Officer Elections Guidelines

## WIDER MFD OFFICER ELECTIONS

- Wider MFD officers: MFD Treasury VP, MFD Media VP, MFD Relationships Development SVP, and MFD Research Coordinator SVP.
- Officers will hold their positions for a term of one year but can get re-elected.
- Elections will take place at the beginning of the winter term (January) and new officers will take office at the end of the same winter term (May). This time will be used to shadow the current officer and transition in the new role.
- Officers are responsible for identifying their successors.
- Founder & Chairman will be responsible for electing wider MFD board members.
- New officers will be identified by their predecessor and need to be approved by the Founder & Chairman. The Founder & Chairman can also directly offer an MFD board position to a candidate they deem fit for the role.
- As the organization evolves, the Founder & Chairman can remove or add available positions according to the needs of the organization.

## CHAPTER OFFICER ELECTIONS

- Applies to Chapter President and Chapter-related officers.
- Officers will hold their positions for a term of one year but can get re-elected.
- Elections will take place at the beginning of the winter term (January) and new officers will take office at the end of the same winter term (May). This time will be used to shadow the current officer and transition in the new role.
- Officers are responsible for identifying their successors.
- The Chapter President will be responsible for electing Chapter board members.
- New officers will be identified by their predecessor and need to be approved by the Chapter President. The Chapter President can also directly offer a Chapter board position to a candidate they deem fit for the role.
- All appointment decisions require the final approval of the Founder & Chairman.

# Decision Making

## **WIDER MFD ORGANIZATION**

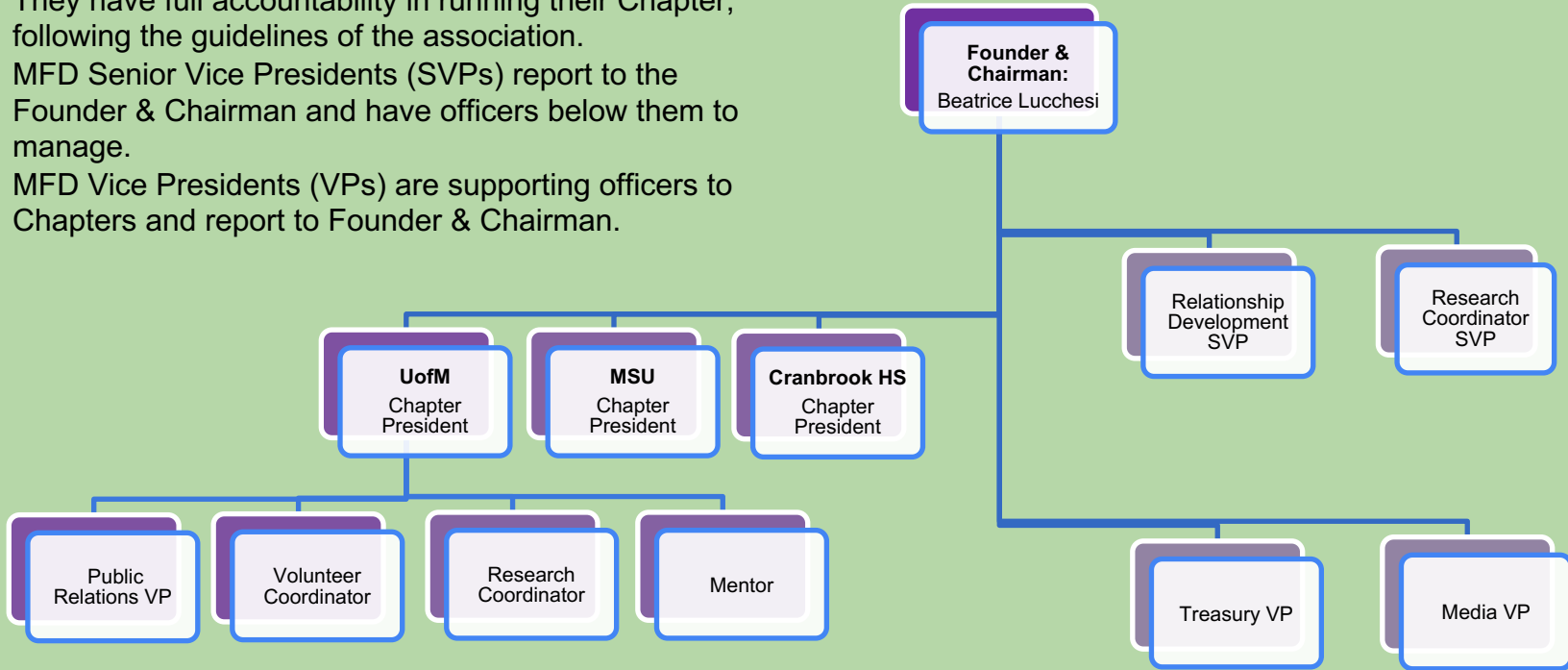
- Amendments, operational changes, and new board appointments at the wider MFD level need to be approved by the Founder & Chairman.
- Each MFD SVP and MFD VP has full accountability in running their branch, following the guidelines of the association.
- The Founder & Chairman may veto a decision, amendment, or new board appointee if deemed to go against the “spirit of the association”.

## **MFD CHAPTERS**

- Amendments, operational changes, and new board appointments at the Chapter level need to be approved by the Chapter President and signed-off by the Founder & Chairman.
- Each chapter is free to take decision within the jurisdiction of the Chapter and always respecting the core values and guidelines set by the greater MFD organization.
- Chapter Presidents have full accountability in running their Chapter, following the guidelines of the association.
- The Founder & Chairman may veto a decision, amendment, or new board appointee at the Chapter level if deemed to go against the “spirit of the association”.

## MFD ORGANIZATION DIAGRAM

- MFD Chapter Presidents report to the Founder & Chairman and have officers below them to manage. They have full accountability in running their Chapter, following the guidelines of the association.
- MFD Senior Vice Presidents (SVPs) report to the Founder & Chairman and have officers below them to manage.
- MFD Vice Presidents (VPs) are supporting officers to Chapters and report to Founder & Chairman.



# Founder & Chairman: Beatrice Lucchesi

## ROLES


- Ensure the coherent application of MFD core values and ideals across chapters.
- Lead and promote growth of the organization.
- Offer mentorship to establish new chapters and help current ones grow.
- Provide a link between partnerships and Chapters.
- Meet with all MFD-wide officers and Chapter Presidents at the beginning of each semester to help set goals and brainstorm new ideas to help the organization grow both at the Chapter level and wider MFD levels.
- Call monthly (or more often if necessary) meetings with SVPs and Chapter Presidents to foster the growth and development of MFD.
- Organize leadership and development workshops for all MFD officers.
- Can hold temporary SVP/VP positions while roles are being filled.
- Has access to all websites and documents at the wider MFD and Chapter organizational levels.

- Needs to approve ALL amendments, operational changes, and new board appointees.
- Can veto an amendment or decision taken at the wider MFD organizational level or Chapter level if it does not follow the the “spirit of the association”.
- Can replace people in the association (including Chapters) if they are not following the mission and the “spirit of the association”.
- Must sign off on new officers elected before they take office.

## ELIGIBILITY:

The Founder title is held by Beatrice Lucchesi, she will be responsible for appointing a successor for the Chairman position in the event that she can no longer serve.

Officer Printed Name: Beatrice Lucchesi

Officer Signature: 

# Chapter President:

## ROLES

- Report to Founder & Chairman.
- Meet monthly with Founder & Chairman to share updates and brainstorm future goals/ideas.
- Meet at the beginning of each semester (and regularly as needed) with Chapter officers to set goals and brainstorm ideas.
- They have full accountability in running their Chapter, following the guidelines of the association.
- Responsible for the success of the organization within the Chapter following the "spirit" of the MFD organization.
- Responsible for enhancing the brand name of MFD within the Chapter.
- Promote new research and growth ideas within their Chapter.
- Appoint Chapter officers considering input from the Chapter Board and with Founder & Chairman final approval.
- Can open some or all of the Chapter positions outlined in this document as sees fit given the demands of their chapter.
- Organize Chapter meetings.
  - Make presentations for mass meetings when necessary.
  - Call monthly board meetings, mass meetings, and social events.
- Check-in regularly with board members.
- Responsible for distributing new roles to appropriate board members.
- Manage Chapter finances if Treasury is not available.
- Oversee rule observances at meetings, protocols, and compliance with Chapter policies.

## NOTES

- Chapter-specific officer.
- **ELIGIBILITY:** has to be a current Chapter student (or member if the Chapter is not associated with an academic institution). If the student is re-elected after graduation they may still serve as a graduate.
- Will elect successor.

UofM Chapter Officer  
Printed Name: Zeran Zhang

Signature:





# [Chapter] Public Relations VP:

## ROLES

- Report to Chapter President.
- Responsible for management of relationships and advertising events within the Chapter. Can take decisions in this area in agreement with Chapter President.
- Responsible for looking for prospective members and advertising within the Chapter community.
- In charge of organizing, managing, and supervising advertising events (Ex: festifall and winterfest at UofM).
- Look for mentors on campus/within the Chapter.
- Do presentations at opportunities (ex: meetings and classes) with prospective members.
  - Maintain relationships with related courses and opportunities (such as Psych 211 at UfoM). Do a presentation every semester.
- Communicate with current and prospective on-site partnerships related to the Chapter.
- Fill in applications for Chapter funding/award opportunities.
- Reply to inquiry emails (outside of member requests).

## NOTES

- Chapter-specific officer
- **ELIGIBILITY:** has to be a current Chapter student (or member if the Chapter is not associated with an academic institution).

UofM Chapter Officer  
Printed Name: To be appointed

Signature:

# [Chapter] Volunteer Coordinator:

## ROLES

- Report to Chapter President.
- Manage volunteering related matters at the Chapter level. Can take decisions in this area in agreement with Chapter President.
- Manage new member requests and roster.
- Primary contact between Chapter and the facilities at which the Chapter volunteers.
- Manage weekly Chapter sign-up sheet.
  - Send weekly volunteering reminders.
  - Reach out to facilities to cancel/update sessions when necessary.
- Help volunteers organize transportation if needed.
- Manage Chapter volunteer chat.
- Manage Chapter attendance sheet.
  - Remind members to fill it in.
  - Take attendance at mass meetings, socials, events.
- Manage food and room bookings for mass meetings and socials.

## NOTES

- Chapter-specific officer
- ELIGIBILITY: has to be a current Chapter student (or member if the Chapter is not associated with an academic institution)

UofM Chapter Officer  
Printed Name: Aditya Suryakumar

Signature: 

# [Chapter] Research Coordinator:

## ROLES

- Report to Chapter President.
- Manage research related matters at the Chapter level. Can take decisions in this area in agreement with Chapter President and MFD Research Coordinator SVP.
- Appoint research committee with approval of Chapter President.
- Assign research roles to Chapter Research Committee (everyone helping with the research) and make sure committee members fulfill their tasks on time.
- Call regular meetings with Chapter Research Committee.
- Meet regularly with MFD Research Coordinator SVP to coordinate research efforts.
- Compile and organize literature review and project resources in the Chapter research drive.
- Manage blog posts related to article reviews at the Chapter level.

## NOTES

- Chapter-specific officer
- ELIGIBILITY: has to be a current Chapter student (or member if the Chapter is not associated with an academic institution)

UofM Chapter Officer  
Printed Name: To be appointed

Signature:

# [Chapter] Mentor

## ROLES

- Report to Chapter President.
- Attend goal development meetings.
- Support and assist the chapter officers and the wider MFD board in their decisions.
- Offer advice related to their area of expertise.
- Officers who served their term, university professors that work in areas related to music and/or dementia, or outside professionals can all take the role of mentor for a specific Chapter, or for the wider MFD organization.
- Mentors with research experience in dementia and music related areas may supervise the progression of Chapter research projects.
- A mentor must be a professional or faculty to offer professional advice related to music therapy and patients.

## NOTES

- **ELIGIBILITY:** can be a previous officer, faculty member, or outside professional from the specific chapter.

UofM Chapter Officer  
Printed Name: To be appointed

Signature:

# MFD Relationship Development SVP:

## ROLES

- Report to Founder & Chairman.
- Responsible for management of partnerships and relationships for the wider MFD organization.  
Can take decisions in this area in agreement with Founder & Chairman.
- In charge of looking for possible partnerships and helping MFD expand to other sites/institutions by leading the establishment or new Chapters.
- Communicate with institutions' directors to establish partnerships.
  - With both new volunteering sites and new Chapters (at academic institutions)
- Organize meetings with new sites and institutions to advertise MFD and foster relationships.
- Look for possible MFD-wide mentors.
- In charge of advertising to the community and helping MFD presence grow.

## NOTES

- Wider MFD organization officer
- ELIGIBILITY: Position available to any MFD member (graduates/community members as well).

Officer Printed Name: To be appointed

Officer Signature:

# MFD Research Coordinator SVP:

## ROLES

- Report to Founder & Chairman.
- Responsible for research related decision-making and development in agreement with Founder & Chairman.
- Coordinate research efforts across MFD Branches/Chapters.
  - Make sure research is congruent and efforts are collaborative (not repetitive).
- Promote new research ideas and manage research efforts across chapters.
- Call regular meetings with Chapter Research Coordinators.
- Approve of research roles assigned by Chapter Research Coordinators to the Chapter's Research Committee and guarantee the timely completion of tasks.
- Manage and organize literature review and project resources in a research drive.

## NOTES

- Wider MFD organization officer
- ELIGIBILITY: Position available to any MFD member (graduates/community members as well) with previous research experience.

Officer Printed Name: To be appointed

Officer Signature:

# MFD Treasury VP:

## ROLES

- Report to Founder & Chairman.
- Supporting position for MFD Chapters.
- Can make decisions regarding the management and organization of finances and documents in agreement with MFD's values and guidelines outlined in this document.
- Take care of MFD finances overall and oversee individual Chapter finances (by being in contact with the President of each Chapter).
- Manage MFD's documents and update them in agreement with the MFD Founder & Chairman and Chapter Presidents.
- Make sure that new amendments/decisions do not go against the ideals and values of MFD.

## NOTES

- Wider MFD organization officer
- **ELIGIBILITY:** Position available to any MFD member (graduates/community members as well).

Officer Printed Name: To be appointed

Officer Signature:

# MFD Media VP:

## ROLES

- Report to Founder & Chairman.
- Supporting position for MFD Chapters.
- Responsible for management of wider MFD and MFD Chapters social accounts and websites.
- Manage MFD-wide social accounts.
  - Manage MFD Instagram account with 1 post and 1 story per week.
  - Post for all MFD Chapters.
  - Post additional posts/stories for events/announcements for all MFD Chapters.
- Manage wider MFD website and Chapter Websites: make updates upon request of MFD Founder & Chairman and Chapter-specific changes upon request of Chapter Presidents.

## NOTES

- Wider MFD organization officer
- ELIGIBILITY: Position available to any MFD member (graduates/community members as well).

Officer Printed Name: Chani Kohtz

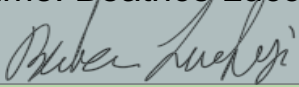
Officer Signature: 




# Approvals


- By signing this page, officers approve of and agree to comply with the guidelines outlined in this document. They also agree to always work to respect the ideals and core values of MFD.


## MFD-Wide Officers

Founder & Chairman  
Printed Name: Beatrice Lucchesi  
Signature: 

MFD Media VP  
Printed Name: Chani Kohtz  
Signature: 

## UofM Chapter Officers

UofM Chapter President  
Printed Name: Zeran Zhang  
Signature: 

UofM Volunteer Coordinator  
Printed Name: Aditya Suryakumar  
Signature: 

DATE: 07/25/2022