



**JOB TITLE:** Vice President/Administration & Strategy

**JOB OVERVIEW:** Responsible for strategic planning so The Symphony Guild of Charlotte, Inc. will stay on course with its mission, both short-term and long-term. Oversee administrative recordkeeping and documents.

**BENEFITS:** Experience personal growth through leadership of a team in a mid-sized organization, developing skills to plan and achieve both short-term and long-term objectives. Gain an overview of The Guild which will instill a comfort level in assuming other executive positions within The Guild.

**RESPONSIBILITIES:**

- Become familiar with The Guild’s bylaws, policies and procedures and administrative guidelines, located at <https://www.symphonysguildcharlotte.org/membership/resource-guide/>
- Lead the Administration & Strategy Committee in accomplishing the responsibilities listed below. Recruit committee members as needed. Create subcommittees if necessary. Supervise the work of the standing Policy & Procedure Committee.
- With the President, develop and carry out a process for strategic planning, taking into consideration The Guild’s partnership with The Charlotte Symphony.
- Where a strategic plan is already in place, set up a process to regularly review progress on goals and update the plan, as needed.
- Conduct an annual review of bylaws and bring proposed changes before the Board. Schedule bylaws changes for a general membership vote, following bylaw protocol.
- Conduct an annual review of the Policy & Procedure and Administrative Guidelines documents.
- With input from appropriate officers and vice presidents, ensure job descriptions stay up to date.

- Periodically review the website and work with the Office/Marketing/Communications Administrator to ensure [SymphonyGuildCharlotte.org](http://SymphonyGuildCharlotte.org) is current.
- Stay up to date on document retention laws, periodically reminding the Board and Office Administrator of requirements. Oversee the Office/Marketing/Communications Administrator in this aspect of her/his work to ensure The Guild maintains compliance.
- Submit an Administration & Strategy budget to the Treasurer for the following fiscal year.
- For events and meetings falling under Administration & Strategy, monitor expenses to stay within budget.
- Serve on and attend monthly meetings of The Guild's Board of Directors.
- Attend General Membership meetings.
- Attend, support and promote Guild functions.
- Complete an end-of-year report for the Administration & Strategy area; form found in the Resource Guide at [symphonyguildcharlotte.org](http://symphonyguildcharlotte.org).
- Meet with the incoming Vice President/Administration & Strategy at the beginning of the new fiscal year to ensure a smooth transition.
- These represent the principal responsibilities of the position. However, there will be other duties that will be required from time to time.

**QUALIFICATIONS AND SKILLS:** The ability to lead a group with a focus on both short-term and long-term goals. The ability to delegate and manage subcommittees to achieve results. Enthusiasm for the mission of The Guild and the ability to motivate committee members and volunteers in support of that mission.

**TRAINING, SUPPORT AND RESOURCES:** Guild presidents and past vice presidents of Administration & Strategy; The Guild's administrative documents found at [symphonyguildcharlotte.org/membership/resource-guide](http://symphonyguildcharlotte.org/membership/resource-guide); League of American Orchestras, Southeastern Orchestra Volunteer Association and Association of Major Symphony Orchestra Volunteers conferences and website resources.