



**JOB TITLE:** Immediate Past President

**JOB OVERVIEW:** Continue to contribute the expertise gained from leading The Symphony Guild of Charlotte, Inc. to the work of the Endowment and Nominating Committees.

**RESPONSIBILITIES:**

- Chair the Endowment Committee. Review recommendations from the Education Committee to decide how endowment monies will be spent.
- Serve on the Nominating Committee.
- Plan and execute the Past Presidents' Luncheon.
- Be available to answer any questions the President may have concerning her/his responsibilities.
- Serve on and attend monthly meetings of The Guild's Board of Directors.
- Attend General Membership meetings.
- Attend, support and promote Guild functions.
- These represent the principal responsibilities of the position. However, there may be other duties that will be required from time to time.