



JOB TITLE: President-Elect

JOB OVERVIEW: Prepare for the role of President by learning all functions with which she/he is not yet familiar and serving as backup for the President.

BENEFITS: Gain broader knowledge of The Symphony Guild of Charlotte, Inc. and its workings, and further develop leadership skills.

RESPONSIBILITIES:

- Become thoroughly acquainted with Board functions, strategy and policies through frequent communication with the President and study of materials found in The Guild's online Resource Guide.
- Attend monthly board meetings and chair meetings the President is unable to attend.
- Serve as an ex-officio (non-voting) member of the Nominating Committee, giving input to ensure the following year's leadership team will be a good fit for the President-Elect's vision of his/her team and priorities.
- Attend area committee meetings as appropriate with a particular goal of becoming familiar with functions where she/he has not had past experience.
- Serve as a floater where key positions become vacant until a replacement can be named or where there is an ad hoc, temporary need for a leader.
- Review and sign contracts when the President is not available. Where contracts involve resource and/or financial commitments, consult first with the Board and Treasurer, as appropriate.
- Attend, support and promote Guild functions, including General Membership meetings, carrying out the President's functions when she/he is not able to attend. Seek out new members with the twofold goal of getting to know them and their interests as well as ensuring they feel welcome.

- These represent the principal responsibilities of the position. However, there may be other duties that will be required from time to time.

QUALIFICATIONS AND SKILLS: The President-Elect should have served at least a year on The Guild's Board of Directors and preferably have served as a vice president in a key area. She/he should have demonstrated leadership and organizational skills, have the ability to balance and plan for both short-term and long-term needs of the organization, and be comfortable with delegation and public speaking.

TRAINING, SUPPORT AND RESOURCES: Current and past presidents; The Guild's administrative documents found at: symphonyguildcharlotte.org/membership/resource-guide; League of American Orchestras, Southeastern Orchestra Volunteer Association and Association of Major Symphony Orchestra Volunteers conferences and website resources.