



JOB TITLE: President

JOB OVERVIEW: Serve as the principal executive officer of The Symphony Guild of Charlotte, Inc., presiding at meetings of the Board of Directors and membership-at-large. Ensure that both short-term and long-term planning maintain momentum through regular review of Guild affairs and communication with vice presidents and other key volunteers. Supervise the Office/Marketing/Communications Administrator to ensure the support function runs smoothly.

BENEFITS: Learn and practice leadership skills in a mid-sized organization. Meet and interact with other community and arts leaders. Have the satisfaction of making a lasting difference in the cultural health and vibrancy of our community.

RESPONSIBILITIES:

- Lead monthly board meetings, setting the agenda with the Secretary. Call and lead Executive Committee meetings as may be necessary.
- Lead General Membership meetings (Fall Meeting, Winter Meeting, Annual Meeting, and other meetings/events that may be called from time to time.) Set the agenda with the Vice President/Membership.
- Stay in touch with the business and progress of all key areas—Membership, Fundraising, Administration & Strategy, Education, Finance. Attend committee meetings as necessary to provide guidance and input. Ensure The Guild’s mission is referenced in all key decisions. Read notes from all meetings.
- Work with the Vice President/Administration & Strategy and other Guild leaders to develop a cohesive strategic plan that aligns with The Guild’s mission and the goals of The Charlotte Symphony. Frequently review the strategic plan to monitor progress and update as necessary.
- Plan ahead to ensure both short-term and long-term goals stay in focus (e.g., work with Treasurer and Assistant Treasurer to initiate the budget in time to complete the process by the Annual Meeting; consult with the Vice President/Fundraising about events that will ensure bottom-line financial goals are met.)

- Supervise the Office/Marketing/Communications Administrator. Assist with work flow planning in order to balance getting the work done with budgetary constraints. Monitor performance and conduct annual performance and salary review. Coach as needed. Recruit as needed.
- Attend, support and promote Guild functions.
- Serve as the official spokesperson for The Guild.
- Possess a thorough knowledge of bylaws, policy and procedure, administrative guidelines, financial guidelines, style guidelines and parliamentary procedure.
- Review both internal and external communications prior to publication for accuracy, clarity, format and professional appearance.
- Write copy for the monthly newsletter, *Presto*, and coordinate publication with the Office/Marketing/Communications Administrator.
- Acknowledge Guild members' contributions during Volunteer Appreciation Week (in April) by sending either a written communication of thanks or expressing The Guild's gratitude in another appropriate way.
- Serve as the Guild's ex-officio, voting member of the Charlotte Symphony Board. Give updates and promote The Guild at CSO board meetings. Perform board duties as asked by the CSO: regular attendance at bi-monthly board meetings, serving on a CSO board committee, making a financial contribution directly to the CSO at whatever level is comfortable. Advise the CSO in advance of leadership turnover at The Guild so the CSO's Governance Committee will have ample time to meet and approve the new President as a board member.
- Serve as The Guild's liaison with the Charlotte Symphony's designated liaison and other CSO executives as appropriate to the situation.
- Review and sign all contracts. Where contracts involve resource and/or financial commitments, consult first with the Board and Treasurer, as appropriate. (President-Elect is backup for contract signing.)
- Be available and willing to attend at least one professional conference a year both to represent The Guild and for personal development—i.e., the League of American Orchestras (LAO) conference, the Southeastern Orchestra Volunteer Association (SOVA) conference, Association of Major Symphony Orchestra Volunteers (AMSOV) conference.
- Request vice presidents complete their end-of-year reports, to be submitted no later than May 31.

- Communicate with the President-Elect so s/he is up-to-date on all Guild business and part of the decision-making team to ensure a smooth transition in leadership. Review pending business prior to the new President taking office on June 1. Forward all necessary materials, including vice-president end-of-year reports, no later than June 1.
- 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 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. S/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: Prior 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.