

PRESIDENT

JOB DESCRIPTION

1. Familiarize self with Robert's Rules of Order and Society By-Laws.
2. Preside over all meetings of Executive Committee, Board Meetings, and general meetings, according to Robert's Rules of Order.
3. Attend and participate at meetings of the Board of Trustees as a coordinating representative of the Symphony Society during his/her term of office.
4. Prepare monthly Society report for Board of Trustees meeting.
5. Appraise Executive and Board members of Symphony Organization information and activity.
6. Receive copy of chairperson's reports at Board Meetings.
7. Appoint chairpersons of all committees.
8. Submit slate of committee chairpersons to Executive Committee for approval.
9. Oversee all committee activities as an Ex Officio member, (EXCEPT Nominating Committee). This does not entail attendance at all committee meetings.
10. Receive periodic updates from each committee.
11. Submit a monthly article for the NEWS OF NOTE. Proof copy.
12. Prepare President's message for Society's Yearbook.
13. Assist in preparation of Society's Yearbook.
14. Prepare President's message for Concert Book.
15. Prepare message for Society website.

16. Keep First Vice-President abreast of all information and activities of organization.
17. Receive copy of each committee's end of year report.
18. Present and file an annual report to membership.
19. Present an annual report to the Board of Trustees at the Symphony Organization's annual meeting.
20. Represent Symphony Society as spokesperson to other non-profits when invited.
21. Attend meetings to represent Symphony Society with CEO of Board of Trustees and Maestro when needed.
22. Work closely with CEO of Symphony and President of Board of Trustees to co-ordinate event dates with Symphony events.
23. Meet periodically with Vice-President of Marketing to promote Society.

2015- Revision

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