



BOARD PRESIDENT

POSITION DESCRIPTION

ESSENTIAL DUTIES

The President shall lead the Solano Community Symphony Association (SCSA) dba Solano Symphony Orchestra as Chief Executive Officer with the following duties:

- Serve as a member of the Executive Board
- Preside at all meetings of the Board of Directors and Executive Board
- Supervise the business and affairs of the SCSA, in accordance with the Bylaws
- Create and provide guidance to Ad Hoc committees as necessary
- Oversee development and implementation of annual goals and objectives
- Collaborate with the Music Director to ensure a diverse and exciting repertoire
- Represent and advocate for the SCSA within our communities
- Sign all contracts and obligations of the SCSA, as approved by the Board of Directors
- Be an authorized signer on all financial accounts of the SCSA

QUALIFICATIONS

- Demonstrates strong dynamic leadership
- Promotes harmony and teamwork
- Has good verbal and written communication skills
- Displays reliable commitment to project completion
- Has working knowledge of financial structure of organization
- Has basic computer skills in Word and Excel
- Experience as a Board Member of a symphony or other organization (preferred)

TALENT – LEADERSHIP SKILLS

- Portrays a friendly, respectful demeanor
- Maintains a warm and welcoming position with patrons of the SCSA
- Displays good communication skills with Board members and other levels of contact
- Inspires confidence and respect in others
- Effectively uses power and influence to support/promote the SCSA mission

Initials_____

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to sit, stand for up to one hour.
- Must be able to reach and lift up to 20 lbs.
- Must be able to read, speak and write English fluently

Acknowledgement

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or accountabilities that are required of the Board President. Duties, accountabilities and activities may change at any time without notice.

The signature below constitutes the individual's understanding of requirements, essential functions, competencies, qualifications and duties of the position, as well as willingness to commit to the SCSA Mission Statement and Bylaws.

Signature, Board President

Date

Note: SCSA reserves the right, at any time, with or without notice, to alter or change job accountabilities, reassign or transfer positions or assign additional job accountabilities.