

# President

## Summary of Job Responsibilities:

The WCS president presides over the board and handles a variety of responsibilities. As “chief volunteer,” the president works to further the organization’s mission. This position requires commitment to the organization and understanding of the energy and time required to be effective.

## Duties/Tasks:

- Act as the liaison with the choir conductor and accompanist, as well as coordinating with UO School of Music personnel to arrange concert dates and practice rooms.
- With the WCS Board, construct an annual calendar, including concerts, dress rehearsals, rehearsal dates, and board meeting dates.
- Prepare an agenda and conduct the bi-monthly board meetings, as well as the weekly break meetings at rehearsals.
- Oversee annual performance review of conductor.
- Review and understand the WCS by-laws, policies and procedures, financial and legal picture, and strategic plan.
- Serve as the WCS ambassador and as a spokesperson to the larger community, advocating for the choir.

## Helpful Skills:

This position requires leadership experience; written and verbal communication skills; organization; basic computer skills, such as word-processing and e-mailing; openness to the opinions of others; diplomacy; and fairness. By modeling appropriate behavior, the president sets high standards for choir conduct and intervenes if conflicts of interest or confidentiality issues arise.

## Time Commitment:

The time commitment varies from week to week. More time is required just before concerts and at the beginning of each semester; the average would be 5-8 hours per week.

## Elected Position:

Elected annually, however, a president must usually serve a two-year term. She notifies the board if she does not intend to continue the following year so that the president-elect position may be placed on the ballot.