

Detroit-Oakland Chapter, BHS

President Job Description

Objective

Oversee all operations of the Chapter, including Music and Performance, Membership/Chapter Development, Program, Outreach, Social and other activities,

Responsibilities

The President is responsible for the overall operation of the Chapter. While the President does not have direct responsibility for any of the functions, his responsibility is to assist the Board in determining the direction and goals and objectives of the Chapter, and to assist the various other officers in their responsibilities to reach the Chapter goals and objectives. In that regard the President is charged with the responsibility to:

- Understand the responsibilities of each of the offices in the Chapter, as well as the various committees and individuals which are responsible for the day-to-day operation of the Chapter and Chorus, as well as the various activities undertaken by the Chapter over the year.
- Provide encouragement and direction to the people that are responsible for the various day-to-day activities of the Chapter as well as the larger projects undertaken by the Chapter, including the Annual Show, the Jug Donation program, Canada Night and any other similar projects which the Chapter may operate in a given year.
- Preside over the Monthly Chapter Board Meeting, including:
 - Developing Agendas
 - Directing the discussions at the Board Meetings
 - Developing and staffing any necessary temporary committees
- Assist the various Chapter Vice-Presidents and Committee Chairmen in their assigned tasks by offering support and direction, and assigning additional staffing as needed.
- Assist and direct the Treasurer in the development of the Chapter Annual Budget
- Assist the Show Chairman in the development of the Annual Show Budget
- Is an Ex-Officio Member of all committees and is encouraged to attend those committees meetings and provide input as necessary.
- Provide encouragement to the various Board members and the Chapter as a whole to develop, implement and sustain goals and objectives for the committee and Chapter