

JOB DESCRIPTIONS

A STRATEGY OF THE WOMEN'S SYMPHONY LEAGUE OF TYLER

East Texas Symphony Orchestra
107 E. Erwin
Tyler, TX 75702

Orchestra Size: Group 6
GTA Population: 150,000

PRESENTER:

Cindy Kidwell
1731 McDonald Rd.
Tyler, TX 75701
903.521.7568
kidwell@suddenlink.net

PROJECT GOAL: Clearly defined job expectations and timelines for each position

PROJECT DESCRIPTION: Developed by the Strategic Planning Committee who:

- Created the job description template
- Distributed the template to all board officers and committee chairs
- Gathered, edited and compiled the information into resource notebooks

TIMELINE:

October	Create and send form
November	Collect and edit information
January	Review and compile data
May	Finalize, photocopy and compile notebooks

FINANCIALS: Nominal (\$85) for paper, photocopy, and notebooks

VOLUNTEERS: The six (6) members of the Strategic Planning Committee and, of course, the input from the board officers and committee chairs

IMPACT: A clear and concise way for leadership to distribute information and secure officers and committee chairs that are knowledgeable, have realistic expectations and can achieve success in their positions thus projecting a professional image of the organization to the community

WOMEN'S SYMPHONY LEAGUE OF TYLER

JOB DESCRIPTION

Job Title:

Function:

Term of Position: (example) One Year (but the work is performed from May until August)

Peak Work Months (add a timeline - may be an attachment):

Meetings to Attend: (other groups)

Responsibilities:

Skills Required:

Relationship to Other Chairs (who you work with):