



Position Description: President, Brisbane Chorale Inc.

1. DETAILED JOB DESCRIPTION

Position Title: President

Reporting To: Management Committee
General membership

Salary: Nil - service is voluntary

Conditions: Elected for one (1) year with possibility of re-election for a further five (5) years
The position is part-time and the hours are variable

Location: Based in Brisbane
May require occasional interstate or international travel

2. PURPOSE OF THE POSITION

The president, working with the management committee, is responsible for the strategic and daily operations of the association. The president has a leadership role in the management committee as well as with the association's operations. The president may be required to undertake other tasks and activities as required by Brisbane Chorale Inc. from time to time and as circumstances and operations dictate.

3. RESPONSIBILITIES AND DUTIES

3.1 ARTISTIC CONTRIBUTION

All the following artistic contributions shall be conducted, where appropriate, in collaboration with the Brisbane Choral Inc. management Committee.

- To represent the association at major negotiations, discussions and promotional activities on behalf of the management committee and Brisbane Chorale Inc.
- To serve, along with the music director, as liaison between Brisbane Chorale Inc. and other organisations.
- To assist the music director in the preparation of future programming.

3.2 ADMINISTRATIVE CONTRIBUTION

All the following administrative contributions shall be conducted in collaboration with the Brisbane Chorale Inc. Management Committee.

- To preside as chairperson at any meeting of the management committee. The chairperson will maintain order and conduct the meeting in a proper and orderly manner. The chairperson will sign management committee meeting minutes to verify their accuracy.
- To preside as chairperson at any general meeting. The chairperson will maintain order and conduct the meeting in a proper and orderly manner.
- To negotiate, on behalf of the association, contracts with the music director, accompanist and any others employed on a regular basis, monitor their performance, conduct performance reviews and deal with any issues arising from such employment.

Brisbane Chorale Inc.
PO Box 5932 West End Qld 4101
0491 158 916
contact@brisbanechorale.org.au
www.brisbanechorale.org.au

President Position Description
Brisbane Chorale Inc. v2.0

3.3 CONTRIBUTION TO STRATEGIC OUTCOMES

All the following outcomes shall be achieved in collaboration with the Brisbane Chorale Inc. Management Committee.

- To promote the association's strategic plan and ensure the achievement of the association's strategic activities to guide future growth and development.
- To assist any members needing assistance on any association project.

4. EDUCATION & EXPERIENCE

Essential	Desirable
Nil identified	Ability to use word processing applications, e.g. Microsoft Word
	Ability to use spreadsheet applications, e.g. Microsoft Excel
	Ability to gain an understanding of applicable legislation

5. PERSONAL QUALITIES & BEHAVIOURAL TRAITS

Essential	Desirable
Nil identified	Organisational skills
	Communication skills
	Strong musical and personal leadership
	Display an attitude of enthusiasm, cooperation, hard work, support and loyalty

6. RELATIONSHIPS

With	Purpose
1. Music Director	To assist the music director in the delivery of their duties and in future programming
2. Management Committee	To preside as chairperson at any management committee or general meeting. To share information and inform the management committee of changes and progress towards achievement of strategic activities. To discuss issues and activities relating to the strategic and daily operations of the association and manage decision making.
3. External relationships	To represent the association at major negotiations, discussions and promotional activities on behalf of the management committee and Brisbane Chorale Inc.
4. Members	To provide information and updates on decisions and actions of the management committee and Brisbane Chorale Inc. operations

Approved by Brisbane Chorale Inc. Management Committee on 11 October 2015.

Last reviewed on 11 October 2015.