**Reagan Orchestra Booster Club**

**Job Description**

**PRESIDENT**

**Role**

Provide leadership to the ROBC and ensure that the organization adheres to the bylaws in support of the mission of the ROBC. To oversee and carryout activities leading to the promotion and welfare of the Ronald Reagan High School Orchestra and its members. To insure organizational integrity and transparency, and to provide direction when planning support for the orchestra.

**Qualifications**

Understanding of and commitment to the ROBC mission and goals.

Ability to effectively communicate verbally, visually, and in writing.

Ability to oversee multiple projects simultaneously and manage deadlines effectively.

Ability to review and monitor financial reports for alignment with approved budget.

**Responsibilities**

* Preside at monthly Executive Committee meetings.
* Coordinate the work of the officers and the committees of the Club.
* Serve as the Ronald Reagan High School representative on the North East Independent School District Orchestra Booster Club Committee.
* Enforce the Constitution and By-Laws of the Ronald Reagan Orchestra Booster Club.
* Serve as ex-officio member of all committees except the Nominating Committee
* Countersigns the annual financial report of the Club and all Club checks over the amount of $1,000.
* Reports the activities of the Executive Board to the Club.
* Insures that the proceedings of the Club and the Executive Board abide by its Constitution and By-Laws and by the latest edition of Robert’s Rules of Order.

**Commitment**

Attend monthly Executive Committee meetings and quarterly General Meetings.

Spend 1-2 hours monthly preparing meeting agendas and responding to organizational communications.

Spend 1-2 hour per event coordinating with orchestra directors and volunteers.

Spend 1-2 hours per month coordinating communication with committee members.