**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
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**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):