

Strategic Planning Chair Job Description
Holland Chorale
Drafted - February, 2019
Current Chairperson: Jean Lemmenes

Note: This document is a work in progress and will continue to change throughout the 2019-2020 season. The position is new as of this season and we are looking at new ways to create and implement a strategic plan.

The chair's duties and responsibilities include, but are not limited to, the following:

General

1. In consultation with the Chorale Creative Director, Board President and other board or committee members, schedule dates, times and location for meetings
2. Establish and confirm an agenda for each meeting
3. Guide discussion and conduct meetings
4. Provide leadership & ensure committee members are aware of their obligations and time line
5. Provide a summary of meetings for the monthly board meetings as needed

Specific

1. Review old strategic plan, make changes, and/or create a new plan
2. Use SMART goals to set a time line for creating or updating the plan
3. Align the strategic plan with the upcoming season in all areas including but not limited to marketing, budgeting, artistic planning, and operations
4. Create a long range plan. This plan is to be reviewed, evaluated and updated as needed