

POPS: Job description

Position Title: POPS President

Purpose: The President is the leader of the POPS organization who oversees the POPS board and acts as a liaison to the Performing Arts Director.

Key Responsibilities:

1. Provide strategic leadership for POPS by working with the Board to establish an organizational vision with long-range goals.
2. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of POPS.
3. Along with the treasurer, plan, develop, implement, direct and evaluate the organization's fiscal function and performance.
4. Work with the Executive Committee/Nominating Committee to recruit new board members whose vision aligns with the organization.
5. Oversee members of the POPS Board of Directors and encourage, advise and assist them as they carry out their appointed tasks.
6. Preside over four meetings of the Board of Directors and meetings of the Executive Committee as needed throughout the year, setting the date, place and agenda.
7. Represent the organization at performances, meetings and activities in the community.
8. Oversee the POPS Grant process.
9. Communicate regularly with the Director of Performing Arts to ascertain how POPS can best support the WPS Performing Arts staff, students and programs.

Time commitment: 3-8 hours a week