

January 2019

IMMEDIATE PAST PRESIDENT POSITION DESCRIPTION

Purpose of Position: To mentor to the President and to continue working on any projects started during his/her presidency.

A new Vice President is elected each year at the Annual Congregational Meeting and will fill the office of President after one year and after two years will fill the office of Immediate Past President.

Responsibilities:

- Attends monthly Board meetings and one additional monthly meeting that may be held electronically
- Attends Board retreats
- Voting member of the Board
- Provides institutional memory to the Board
- Act as liaison to Leadership Committee (former Nominating Committee) with a focus on Leadership Development
- Convenes first meeting of the Leadership Committee

Gifts Required:

- Able to listen/discuss
- Support and encourage others
- Facilitates group process
- Organizational skills
- Willingness to be a public presence

Amount of Time Required: 2 hours per week 8 hours per month including meetings

When Ministry is Performed: Year-round

Length of Commitment: Three years: One as Vice President, one as President, one as Immediate Past President

Training Provided: Past presidents, other previous board members

Responsible to: Board and the Congregation

Support Provided by:

- Other Board members
- Minister

Last revised: March 2019