

January 2019

VICE PRESIDENT POSITION DESCRIPTION

Purpose of Position: Assist the President in the execution of his/her duties, assume duties of the President in his/her absence, President in training.

Elected every year at Annual Congregational Meeting, term starting July 1.

Responsibilities:

- Attends monthly Board meetings and one additional monthly meeting that may be held electronically
- Brainstorming, planning with President
- Convenes, gathers together task forces
- Attends Board retreats
- Provides Board “presence” where needed
- Liaisons for Committees of the Board and Committees of the Congregation (Personnel Committee, Safe Congregation Committee, Committee on Ministry). Liaison shared with the President and determined based on interest and experience. As liaison the goal is communication and attending meetings as needed.

Gifts Required:

- Listening
- Open to new ideas
- Tact and flexibility
- Follow through
- Organizational skills
- Planning

Amount of Time Required: 3 to 15 hours per week including meetings

When Ministry is Performed: Year-round. Heaviest during the fall for Board retreat and spring for budgeting.

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

Training Provided: Current President

Responsible to: Board and the Congregation

Support Provided by:

- President
- Other Board members
- Minister

Last revised: March 2019