

TVUUC President-Elect Job Description

GENERAL RESPONSIBILITY

The President–elect is elected by the congregation to be the next President of the Congregation. The general responsibility of the President is to chair the Board of Directors meetings and to oversee general church operations. At this time of transition to a Policy-based system of governance, the President must ensure that those processes required to ensure accountability, transparency and oversight are carried out.

The President–elect should consider that this is a three year commitment: one year as President-elect, one year as President, and one year as past President. During this period of three years, he/she will be a voting member of the Board of Directors. Basically, the President-elect is in training to become the President. In this capacity he/she should work closely with the President in determining priorities for the church and, more specifically, for the Board of Directors.

OTHER RESPONSIBILITIES

- The President-elect is one of the five church officers of the Board. The President-elect automatically becomes President after his/her term as President-Elect.
- The President-elect shall perform the duties usually pertaining to an office of Vice President. He/she will meet informally with the President to discuss the issues of the moment and should have a fairly flexible schedule in order to carry out these duties. He/she may occasionally be asked to help the President in carrying certain tasks.
- The President-Elect serves as a voting member of the:
 - Board of Directors (one meeting per month) As President, this person must prepare the Board’s monthly meeting agenda, work closely with the Board secretary to circulate Board minutes and meeting documents. Also, act as Board Member on duty as needed.
 - Nominating Committee (meets periodically throughout the year) As a member of this Committee, the President-elect communicates to the Nominating Committee desirable qualities and characteristics for elected officers that the Board and/or Leadership team may deem appropriate at that time.
 - Leadership Team (one meeting per month) As President, this person must organize the Leadership team meetings and present a proposed Board meeting agenda for consideration to the Leadership Team (Executive Team members, past-President, President-elect and Treasurer.)
 - **Finance Committee**
- The President-elect serves as a **non-voting**, ex-officio member of Program Council.
- The President-Elect attends all Board retreats and makes every effort to attend UU General Assembly (GA) to take part in the Leadership sessions at GA. (The church will make funding this trip a priority).
- If the President-elect has the time, he/she may take on added responsibilities, such as leadership of a particular event, developing needed policies, etc.

If the President is absent or can no longer carry out his/her duties, the Past-President will assume the President’s duties if this should occur during the first 6 months of the President’s term, and the President-elect will assume these duties if this should occur during the latter 6 months of the presidency.

Note: Refer also to the job description of Board of Directors

Time commitment: 10- 15 hours per month as Pres-elect; ~~15-25~~ 30 hours/month as President

Revised Nov 2010 – Linda Randolph and Grier Novinger

Revised October 2013 – Alan Moore