

PRESIDENT: JOB DESCRIPTION

HOW CHOSEN: The President is elected annually by a vote at the Congregational Meeting for a three-year responsibility. The President serves one year as President-elect, then assumes the office of President, then the office of immediate Past-President.

GENERAL RESPONSIBILITIES: The President is the chief lay officer of the Church and is responsible for making sure the policies established by the Board are effectively implemented. The President is responsible for discerning, collecting and disseminating Board policies. S/he is also responsible for making sure the Board monitors all policy-governed areas of church life during the church year.

The President is responsible for chairing Board meetings, setting the agendas for those meetings and distributing the documents Board members need in sufficient time for those members to have read them.

He/she shall recommend for Board approval those committee chairpersons whose selection is not otherwise specified by our Bylaws or by policy statement.

The President chairs the Annual Congregational Meeting, and identifies items and documents for distribution to the congregation at least 8 days before that meeting.

The President will chair the Leadership Team.

QUALIFICATIONS: The President must be familiar with the governing structure of TVUUC and must have been a member of the church for at least five years prior to taking office. S/he must be a member in good standing.

S/he must be able to articulate and defend the mission, values and vision of the church.

S/he must be able to work well with a wide variety of diverse people on a wide variety of diverse tasks.

VACANCIES: In the event of a vacancy in the office of President occurring during the first six months of the term, the immediate Past-President shall fulfill those duties. If the vacancy shall occur in the second six months of the term, the President-elect shall take office for the unexpired period in addition to his/her regular term.

TIME INVOLVED: 30 hours/month