



Church President Roles and Responsibilities

Approved Nov 2013

Summary: With the minister(s), Board and Council members, the President helps to create the conditions by which First Unitarian Church can live its mission and covenant. To do so, the President both fulfills business and leadership functions, and acts as a role model of the Church's covenant. The President shall preside over the membership meetings of the Church and the meetings of the Policy Board, fulfilling responsibilities of a Policy Board member. The President shall also have general charge of the business interests of the Church under the authority of the Policy Board and congregation, and shall cooperate with the minister in promoting its purposes and aims.

Organizational Relationship:

- Elected by Congregation
- Member of Policy Board
- Attendee of Council meetings

Key Responsibilities:

- Listens to the congregation to:
 - o Discern needs
 - o Determine needed action(s)
 - o Activate appropriate group(s), committee(s), task force(s), board or council member(s) to address need(s)
 - o Incorporate needs or needed action into strategy and vision
- Presides over meetings of Policy Board
- Attends meetings of Church Council
- Chairs mid-winter and annual meetings
- Oversees implementation of decisions of Policy Board
- Oversees fiscal and business matters of the church
 - o Fulfills business and legal functions as required, such as co-signing checks, co-signing staff letters of agreement
- Has overall vision and responsibility to install and maintain proper organization of Church With Minister(s), Board and Council members, identifies and assigns necessary church policies and procedures
- Provides and maintains regular communication to and with the congregation, minister(s), Board and Council
- As Officer, may witness signatures of new members

Other: Previous church leadership required.

Key Relationships: Church officers and Board members
Minister(s)
Church Staff
Council Members (Ad Hoc as needed with task forces)

Congregation