



## Policy Board Vice-President Roles and Responsibilities 2018

Summary: With the minister(s), Church President, Policy Board and Council members, the Vice President helps to create the conditions by which First Unitarian Church can live its mission and covenant. To do so, the President-elect fulfills responsibilities of a Policy Board member. The Vice President shall act for the President should that office be vacated or in the event of the absence or incapacity of the President.

### Organizational Relationship:

- Elected by the Congregation
- Member and Officer of Policy Board

### Key Responsibilities:

- Works collaboratively with the President to effectively fulfill the leadership expectations for the Policy Board
- Works in collaboration with the Church President on key issues regarding matters of the Church
- Under normal circumstances, it is anticipated that the Vice President will be in line for nomination as President
- As Officer, may witness signatures of new members

Other: Previous Church leadership required.

Key relationships: Church Officers and Policy Board members  
Church Council members

Minister(s)  
Church staff  
Congregation